

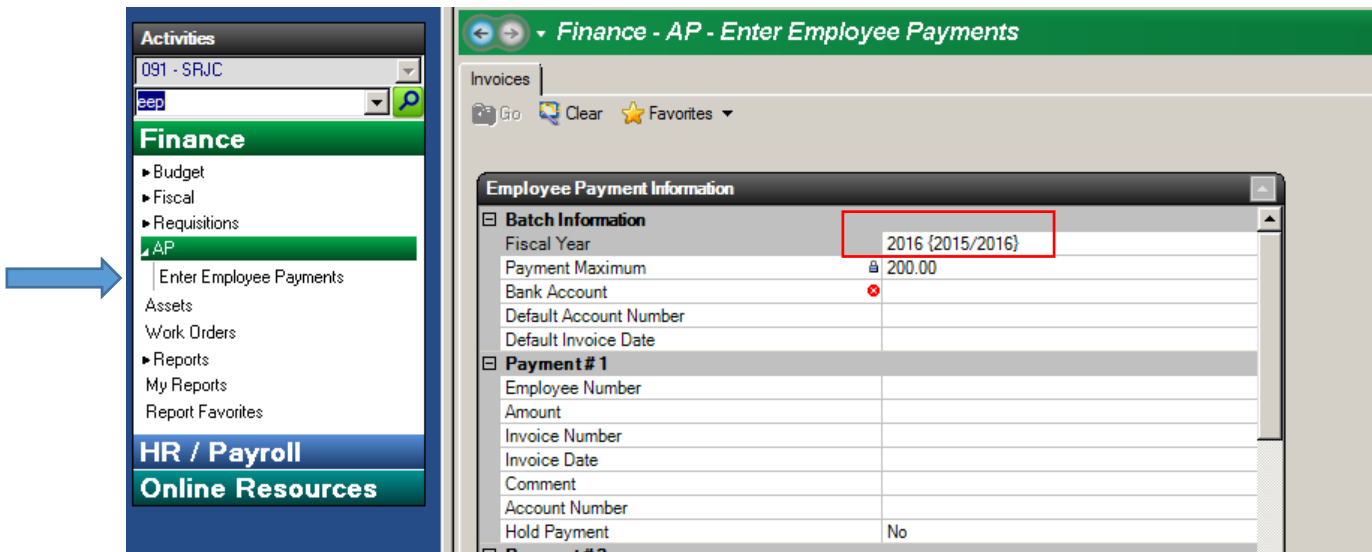
Employee Payments

Employee Payments are used to reimburse District employees for mileage, supplies and/or other items purchased by the employee. This process replaces the Payment Request form and Mileage Claim form. The maximum reimbursement under the Employee Payments option is \$200. Any reimbursements above this amount need to be done on a vendor requisition.

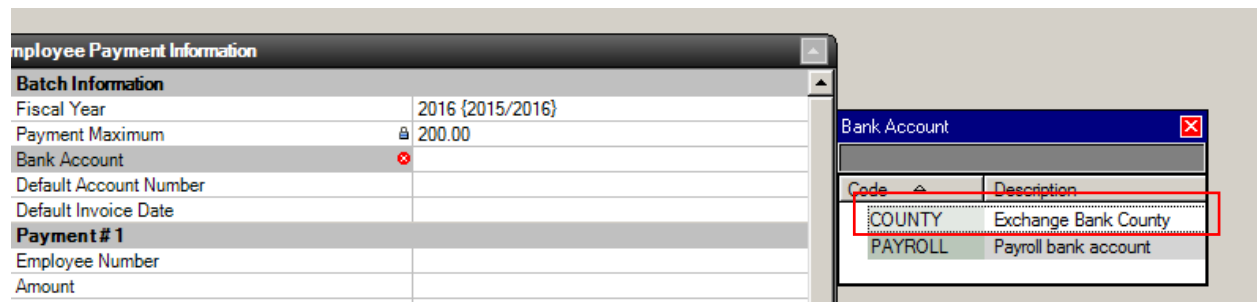
Entering an Employee Payment

After logging into Escape, select Finance>AP>Enter Employee Payments (or EEP if you use shortcuts.)

Always check the Fiscal Year that auto-populates. The new fiscal year will be available after 7/1 of each year but this module can be used in July for reimbursements for the prior fiscal year.



The Bank Account will always be **COUNTY!** At this point there is no way for us to exclude PAYROLL from the bank account list but if you use it, the payment will not go anywhere. If you enter a C in the Bank account field and hit return, it will auto-populate. If you are entering multiple reimbursements with the same budget code and/or date, you can enter this information in the Default Account Number and/or Default Invoice Date field to save time later.



To enter a payment, you will need the employee information and receipt. All fields with a red circle are mandatory and must be filled in. If you do not know the Employee Number, enter the first two (or more) letters of the last name and click on the drop down list arrow.

| Payment # 1 | |
|-----------------|---------|
| Employee Number | ⊗ jolli |
| Amount | ⊗ |
| Invoice Number | |
| Invoice Date | ⊗ |

A listing of all names and employee numbers will appear; select the appropriate employee from that list by double clicking on it.

| Payment # 1 | |
|-----------------|---------|
| Employee Number | ⊗ jolli |
| Amount | ⊗ |
| Invoice Number | |
| Invoice Date | ⊗ |
| Comment | ⊗ |
| Account Number | ⊗ |
| Hold Payment | No |

| Employee Number | |
|-----------------|------------------|
| jolli | |
| Id | Description |
| 2822 | Jolliff, Brent I |

Next, enter the Amount of the reimbursement, Invoice Number (if there is one), Invoice Date, Comment, and Account Number (budget code.) The comment you enter will be visible in the Description column on account look-up and fiscal03 reports, therefore we recommend comments such as “Reimbursement for xxxx 5/4/16” or “Mileage May 2016”. You are only able to enter budget codes that end in a 4xxx or 5230 object code. Please contact Accounting if you need to use an object code other than those.

| Default Invoice Date | |
|----------------------|----------------------------|
| Payment # 1 | |
| Employee Number | 2822 {Jolliff, Brent I} |
| Amount | 1.00 |
| Invoice Number | |
| Invoice Date | 5/4/2016 |
| Comment | Test 1 |
| Account Number | 10-00-40-0000-6720-4390.00 |
| Hold Payment | No |
| Payment # 2 | |

If you choose to use the Invoice Number field, this must be a unique number from other payments made to the same employee; if the Invoice Number has been used before, you will receive an error and the payment will be put on hold for a duplicate payment (see below.) This must be resolved before you can submit the payment for approval.

| Pay To Name | Invoice # | Date | Payment Amt | Status | On Hold | Batch | Status Comment | Scheduled | Variance |
|------------------|-------------|----------|-------------|--------|---------|-------|---------------------|-----------|----------|
| Brent I. Jolliff | REIMBURSE 0 | 1/1/2016 | \$1.00 | Open | No | | | 5/4/2016 | |
| Brent I. Jolliff | REIMBURSE 0 | 1/1/2016 | \$1.00 | Open | Yes | | Hold: Duplicate inv | 5/4/2016 | |

You can enter up to 50 payments and when you are done, select the Go icon.

The screenshot shows the 'Employee Payment Information' form. At the top, there are buttons for 'Go', 'Clear', and 'Favorites'. The 'Go' button is highlighted with a red box. Below the buttons, the form is divided into sections: 'Batch Information' and 'Payment # 1'. The 'Batch Information' section includes fields for Fiscal Year (2016 {2015/2016}), Payment Maximum (200.00), Bank Account (COUNTY {Exchange Bank County}), Default Account Number, and Default Invoice Date. The 'Payment # 1' section includes fields for Employee Number (2822 {Jolliff, Brent I}), Amount (1.00), Invoice Number, Invoice Date (5/4/2016), Comment (Test 1), Account Number (10-00-40-0000-6720-4390.00), and Hold Payment (No).

A List tab will now appear. If you have only one payment, the form will immediately open (see example on next page.) If you have multiple payments, you will need to select a specific payment from the list in order to open it.

Once the Employee Payment form is open, you may add additional account codes, if necessary, at the bottom of the Payment tab. Select the New icon under Accounts and enter additional accounts. You will need to adjust the amounts on the two (or more) lines to match the total from the original entry (see examples on next page.)

Invoices | List | Form

Delete | Prev | Next | Close | Cancel

Employee Payment to Brent I. Jolliff for Invoice # EP16-00012, Status: Open

Payment | Approvals | Attachments | Notes | History

Payment Information

1 - Payment/Vendor Invoice Information

| | |
|--------------------------|------------|
| Reference Number | |
| Payment Amount | 1.00 |
| Invoice Number | EP16-00012 |
| Invoice Date | 5/4/2016 |
| Delivery Site | |
| Tax Rate Owed | |
| Tax Rate Collected | |
| Unpaid Tax Amount | 0.00 |
| Unpaid Tax Calc Override | No |
| Final Payment | No |
| Comment | Test 1 |
| On Hold | No |
| Status Comment | |

2 - Pay To Information

| | |
|-----------------------|--------------------|
| Vendor Number | |
| Vendor Address Number | 0 |
| Pay To Name | Brent I. Jolliff |
| Street Address | 2076 Peterson Lane |
| City Name | Santa Rosa |
| State | CA |
| Zip Code | 95403 |
| Country | |
| Employee Id | 2822 |

Status / Account Information

3 - Status Information

| | |
|--------------------|-------------------------------|
| Scheduled Pay Date | 5/4/2016 |
| Approval Batch Id | |
| Bank Id | COUNTY (Exchange Bank County) |
| Date Approved | |
| Variance Message | |
| Check Number | |
| Check Print Date | |
| Check Status | |

4 - Account Information

| | |
|-----------------------------|------|
| Manual Account Distribution | No |
| Expense Amount | 1.00 |
| Acct Distribution Amt | 1.00 |
| Acct Undistributed Amt | 0.00 |

5 - Order Information

| | |
|----------------|------|
| Item Count | 0 |
| Items Received | 0 |
| Received Amt | 0.00 |
| Req Amt Total | 0.00 |
| Unpaid Amt | 0.00 |

6 - Add/Update Information

Accounts: 1

New | Export | Delete | Undelete | Cancel All

| FD-LC-RS-PROG-ACTV-OBJT.SB | Amount | FY | Req Amt | Encumbered Amt | Other Pymts | Acct Bal |
|----------------------------|--------|------|---------|----------------|-------------|----------|
| 10-00-40-0000-6720-4390.00 | \$1.00 | 2016 | | | | 903.44 |
| | | | | | | \$1.00 |

Total Records: 1

Accounts:1

New | Export | Delete | Undelete | Cancel All

| FD-LC-RS-PROG-ACTV-OBJT.SB | Amount | FY | Req Amt | Encumbered Amt | Other Pymts | Acct Bal |
|----------------------------|--------|------|---------|----------------|-------------|----------|
| 10-00-40-0000-6720-4390.00 | \$1.00 | 2016 | | | | 903.44 |
| | \$0.00 | 2016 | | | | |
| | | | | | | \$1.00 |

Total Records: 2

Accounts:1

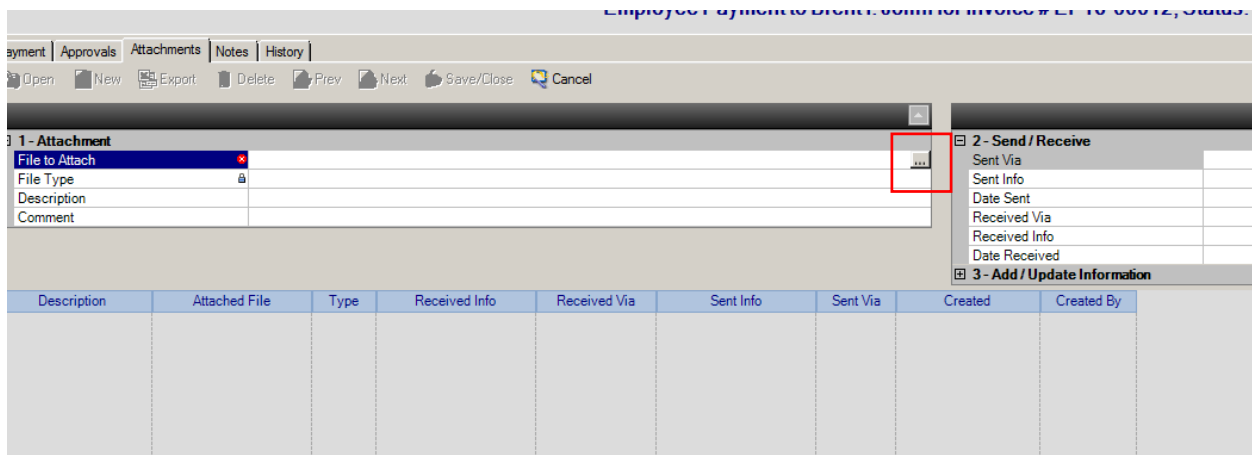
New | Export | Delete | Undelete | Cancel All

| FD-LC-RS-PROG-ACTV-OBJT.SB | Amount | FY | Req Amt | Encumbered Amt | Other Pymts | Acct Bal |
|----------------------------|--------|------|---------|----------------|-------------|----------|
| 10-00-40-0000-6720-4390.00 | \$0.50 | 2016 | | | | 903.44 |
| 10-00-40-0000-6720-4510.00 | \$0.50 | 2016 | | | | 1,466.86 |

Next, go to the Attachments tab to attach a copy of the receipt (for reimbursements of purchases) or the mileage form (for mileage reimbursements.) Attach a copy of any toll receipts, etc. if applicable. This information is similar to what you have included in the past on the Payment Request and/or Mileage Claim forms.

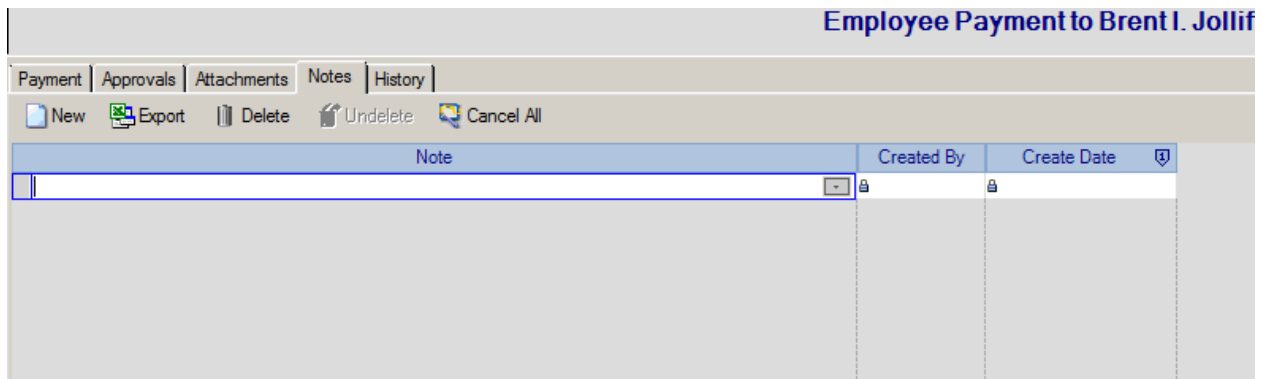
Attachments

To attach a copy of the receipt, select the Attachments tab and then the New icon. Use the browser button to select the appropriate file to attach in the “File to Attach” field. After this is completed, select the Save/Close icon on the Attachment tab.



Notes

To create a note for mileage or any other reason, select the Notes tab and then the New icon. Type your notes on the line provided. If you are purchasing a questionable item, such as food, please put an explanation in the comments section as to how this meets the requirements of policy 5.8.3P. The information will be saved when you select the Save/Close icon for the Employee Payment.

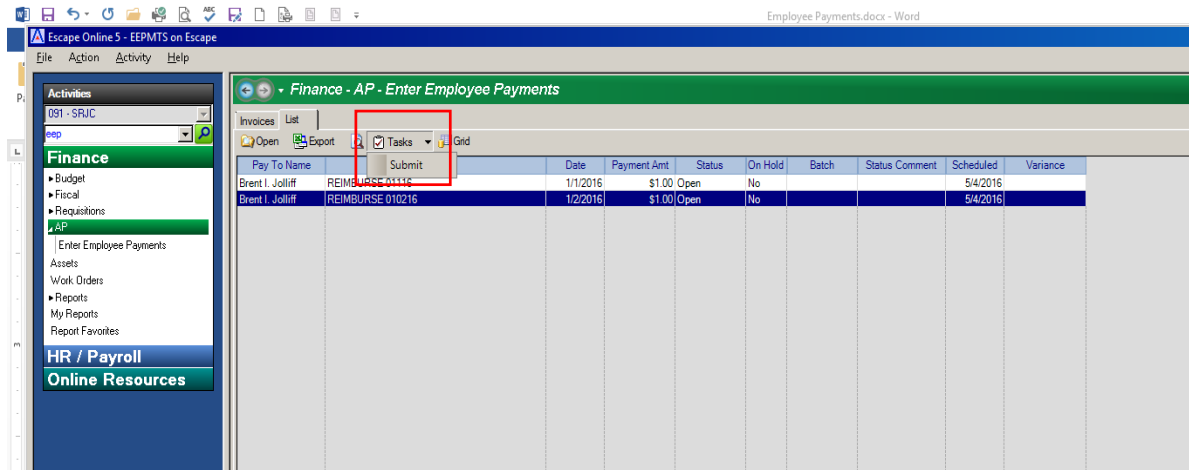


To remove any holds for duplicate invoice numbers paid to the same employee, you will need to change the Invoice Number, change the On Hold field to No and erase the Status Comment.

| Payment | Approvals | Attachments | Notes | History |
|---|-----------|----------------------|-------|---------|
| Payment Information | | | | |
| [-] 1 - Payment/Vendor Invoice Information | | | | |
| Reference Number | | | | |
| Payment Amount | | 1.00 | | |
| Invoice Number | | REIMBURSEMENT 1-2-16 | | |
| Invoice Date | | 1/2/2016 | | |
| Delivery Site | | | | |
| Tax Rate Owed | | | | |
| Tax Rate Collected | | | | |
| Unpaid Tax Amount | | 0.00 | | |
| Unpaid Tax Calc Override | | No | | |
| Final Payment | | No | | |
| Comment | | Reimbursement 1/2/16 | | |
| On Hold | | No | | |
| Status Comment | | | | |

| Payment | Approvals | Attachments | Notes | History |
|---|-----------|-------------------------|-------|---------|
| Payment Information | | | | |
| [-] 1 - Payment/Vendor Invoice Information | | | | |
| Reference Number | | | | |
| Payment Amount | | 1.00 | | |
| Invoice Number | | REIMBURSEMENT 1*DUPE | | |
| Invoice Date | | 1/2/2016 | | |
| Delivery Site | | | | |
| Tax Rate Owed | | | | |
| Tax Rate Collected | | | | |
| Unpaid Tax Amount | | 0.00 | | |
| Unpaid Tax Calc Override | | No | | |
| Final Payment | | No | | |
| Comment | | Reimbursement 1/2/16 | | |
| On Hold | | Yes | | |
| Status Comment | | Hold: Duplicate invoice | | |

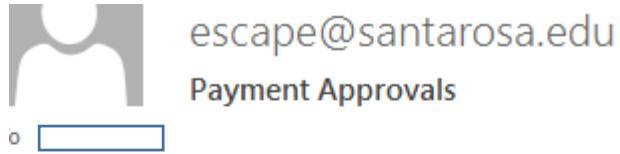
Once you are done entering all information, click on the Save/Close icon and you will be returned to the List tab of all payments. Once you have finished modifying and attaching any necessary documents, on the List tab, select Tasks>Submit.



A box will pop up to verify you want to submit the payments. **Once they are submitted, the Employee Payments are routed for approval and you cannot retrieve or change them! You will need to contact the Accounting Office with any questions or problems at that point.** You will be notified by email once the employee payment has been fully approved and scheduled for payment. Once submitted (but before you close the screen), you can open the payment form and look at the approval path, history, etc.

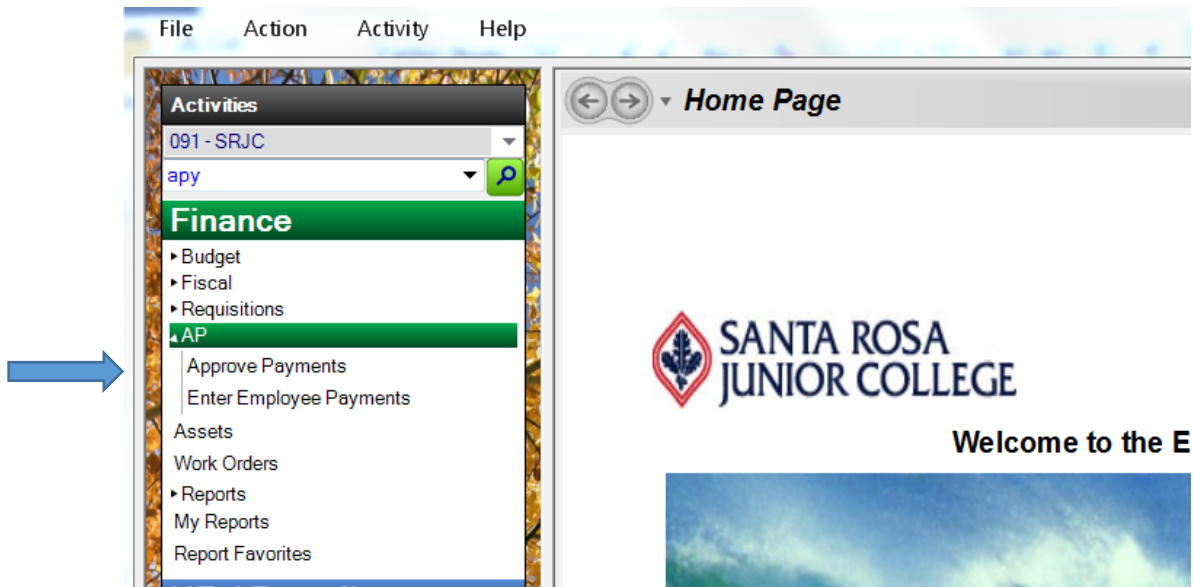
Approving an Employee Payment

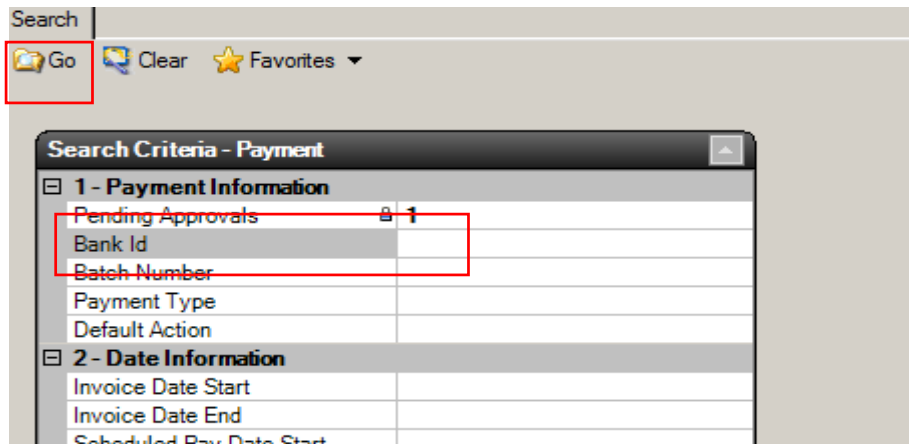
You will receive an email that there is a payment ready for your approval from Escape@santarosa.edu:



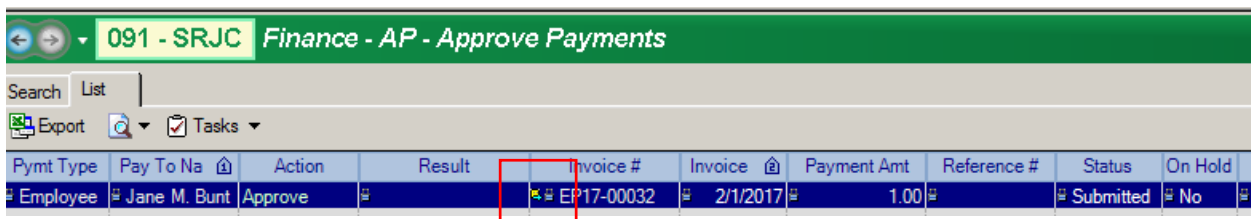
Payments are ready for your approval.

To approve an employee payment, select Finance>AP>Approve Payments (or APY if you use shortcuts.) You will see the number of payments waiting for approval. Select the Go icon.

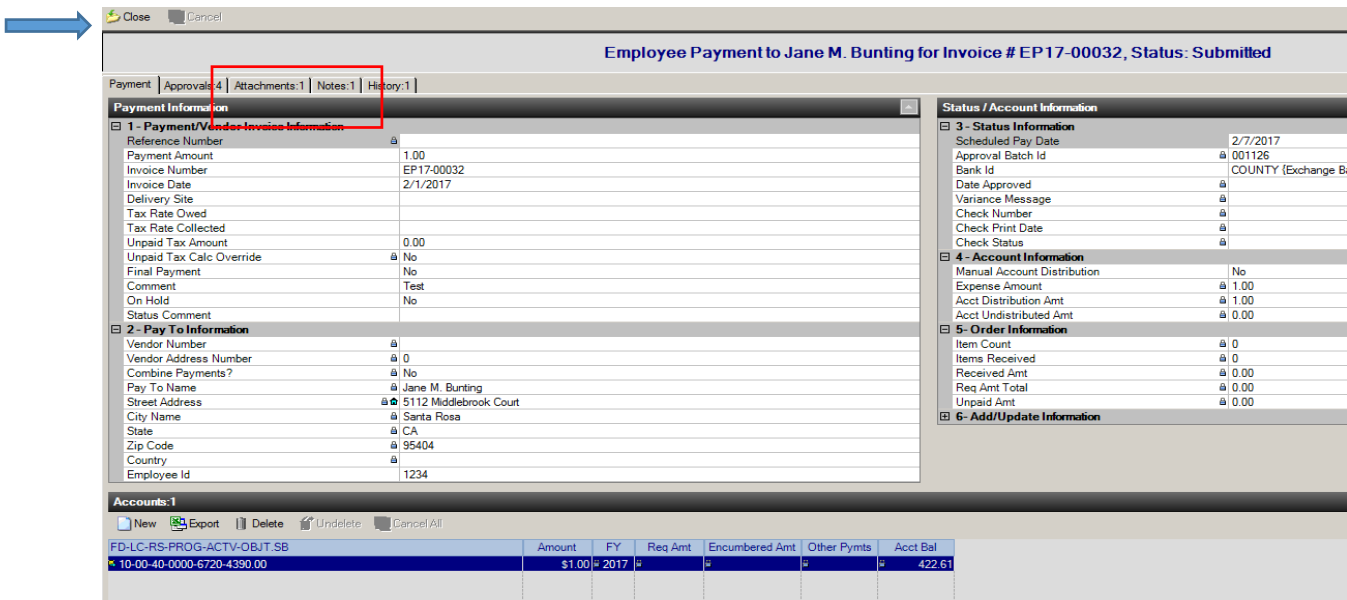




A list of payments to approve will show. Before approving any payments, you will first want to review the items. Select the link icon next to the invoice number to bring up the details of the payment.



Review the information, including attachments for receipts/mileage forms or any notes. Once you have finished reviewing the items awaiting your approval, you'll need to go back to the list and take action (by approving, denying or deferring the items.) Do this by closing out the snapshot screen using the Close button in the upper left-hand corner (shown below.)

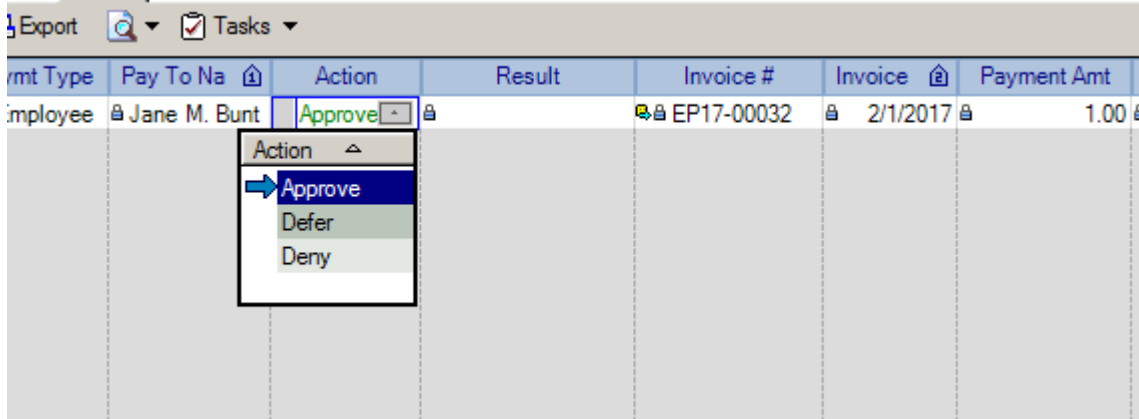


This will return you to the List tab.

The default action is Approve, however you are also able to change the action by selecting Defer or Deny from the dropdown box (see next page.)

- o Deny items that are incorrect or that you want to reject

- o Defer items that you have questions on and need more time to decide whether to approve or deny



Once you've reviewed the actions on your approval list and made any necessary changes (from Approve to Deny or Defer), select the Tasks icon and then Post Approvals. A message will appear asking you to verify your choices (see below.) If everything is correct, hit Yes. The employee payment will be forwarded to the next approver.

