

E-Expenses

Manager/Approver User Guide

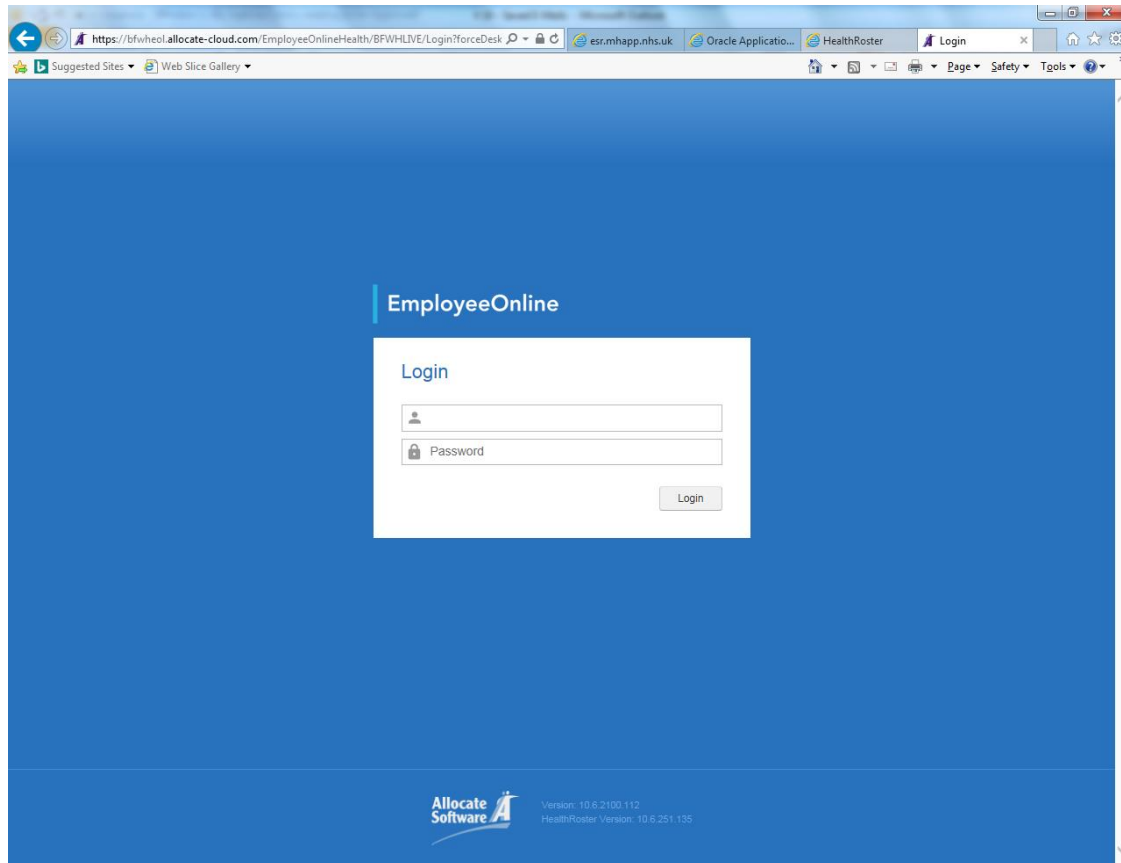


Version 7
Date: 14.02.19

User Guide for Managers Version 10

The approval of expenses is now done within Employee online (EoL).

- Login to EoL with the same details as you would have used to log into Manager previously (these will also be the details that you use to enter your own claim)



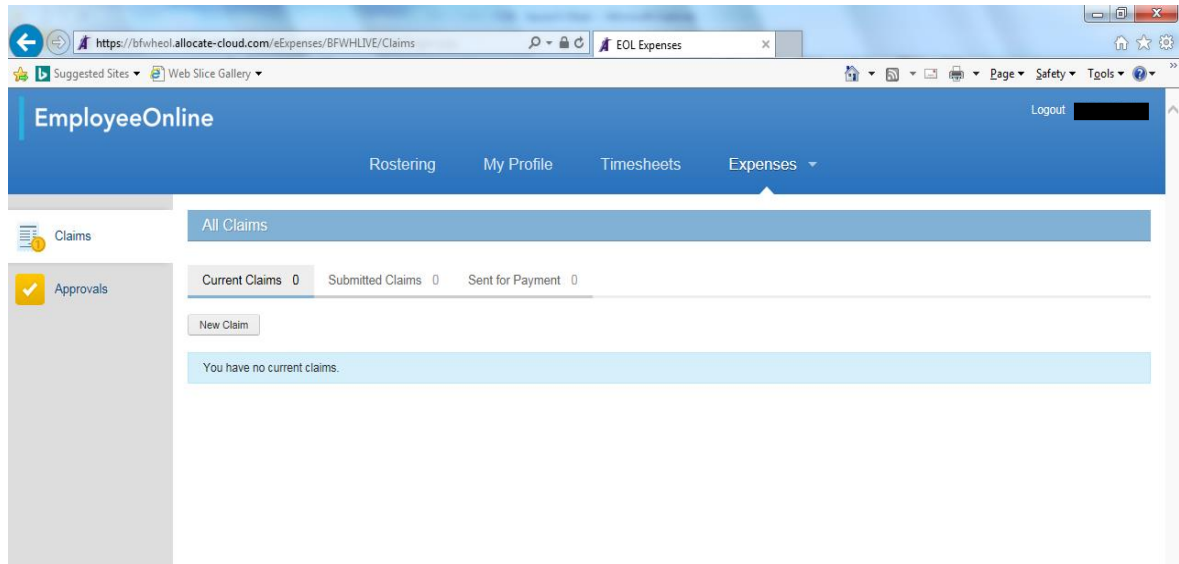
Click on Expenses

The screenshot shows the EmployeeOnline web application interface. The top navigation bar includes 'Rostering', 'My Profile', 'Timesheets', and 'Expenses'. The 'Expenses' menu is highlighted with a blue arrow pointing to it. Below the navigation bar, there are tabs for 'View Rosters', 'Personal Roster', and 'Team Roster'. The main content area displays a calendar for January and February 2017. The calendar shows dates from 30th January to 26th February. A yellow highlight is visible on Friday, February 3rd. On the left side, there is a sidebar with various icons and labels: 'View Rosters', 'Record Availability', 'Unfilled Bank Duties', 'Annual Leave', 'Study Days', 'Other Leave', 'Request Duty', and 'Call-Outs'. At the bottom of the calendar, there is a small text link: 'View and share your roster calendar on other devices'.

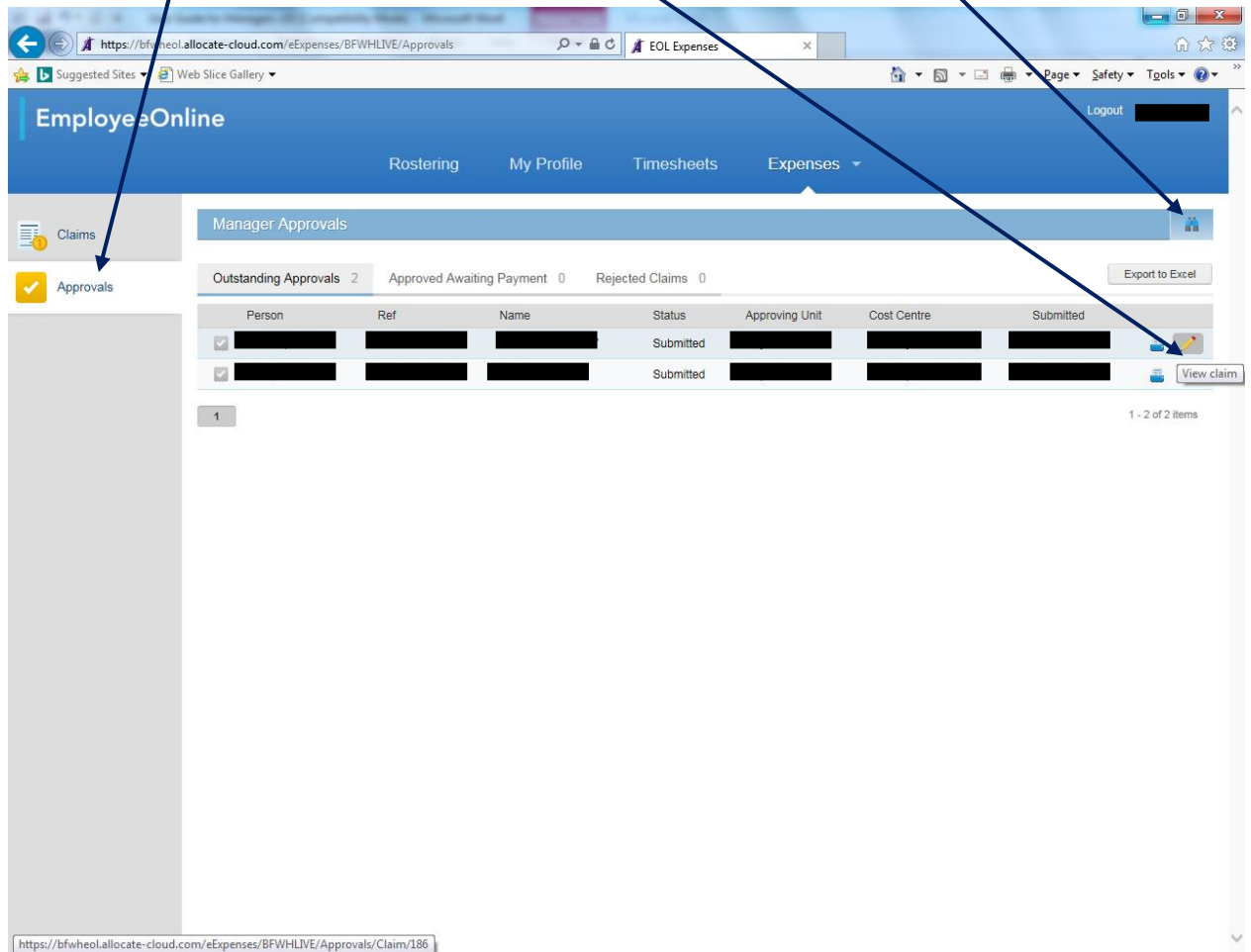
Select Expenses

The screenshot shows the EmployeeOnline web application interface with the 'Expenses' menu expanded. The expanded menu includes 'Expenses', 'Expenses Admin', and 'Expenses Reporting'. A blue arrow points to the 'Expenses' option. The main content area displays a calendar for February and March 2017. The calendar shows dates from 27th February to 5th March. There are green blocks representing shifts for AM and PM on 27th, 28th, and 29th February. A yellow highlight is visible on Thursday, March 2nd. On the left side, there is a sidebar with various icons and labels: 'View Rosters', 'Annual Leave', 'Study Days', and 'Request Duty'. At the bottom of the calendar, there is a small text link: 'View and share your roster calendar on other devices'.

This page will be displayed



Click on Approvals and click 'View Claim'. You can use the binoculars to search using name or assignment number



The claim details will be displayed

The screenshot shows the 'EmployeeOnline' interface. The top navigation bar includes 'Rostering', 'My Profile', 'Timesheets', and 'Expenses'. The left sidebar has 'Claims' and 'Approvals' (checked). The main content area is titled 'Claim Approval — Claim for Feb-2017'. It displays the following details:

- Reference no.: [Redacted]
- Submitted date: [Redacted]
- Staff member: [Redacted]
- Posting: [Redacted]
- Unit / cost centre: [Redacted]
- Total value (excl. mileage): £0.00
- Total miles: 26.6

Below the details, there are tabs for 'Approve / Reject 14' and 'Status History 2'. A 'Select all' button is visible. The main table is titled 'Mileage' and has columns for 'Miles' and 'Amount'. It contains three rows of data:

				Miles	Amount
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01 Feb 2017	Excess Mileage Perm Change of Base	1.9 7.7 calc	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	02 Feb 2017	Excess Mileage Perm Change of Base	1.9 7.7 calc	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13 Feb 2017	Excess Mileage Perm Change of Base	1.9 7.7 calc	

From here you can select all to approve, select all to reject or approve/reject individual elements of the claim

This screenshot is identical to the one above, but with blue arrows pointing to the 'Select all' button and the checkboxes in the 'Mileage' table. The arrows indicate that users can select all items to approve, reject, or approve/reject individual elements of the claim.

				Miles	Amount
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01 Feb 2017	Excess Mileage Perm Change of Base	1.9 7.7 calc	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	02 Feb 2017	Excess Mileage Perm Change of Base	1.9 7.7 calc	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13 Feb 2017	Excess Mileage Perm Change of Base	1.9 7.7 calc	

If you reject any elements of the claim, you will need to give a reason in this box then click submit

The screenshot shows a table with five rows of claim items. Each row contains a date (22 Feb 2017 to 28 Feb 2017), a description ('Excess Mileage Perm Change of Base'), a category ('Excess'), a value ('1.9'), and a calculation ('7.7 calc'). There are green checkmarks and red 'X' marks in the first two columns. Below the table is a text box labeled 'Approved / rejected comments' and two buttons: 'Cancel' and 'Submit'.

Date	Description	Category	Value	Calculation
22 Feb 2017	Excess Mileage Perm Change of Base	Excess	1.9	7.7 calc
23 Feb 2017	Excess Mileage Perm Change of Base	Excess	1.9	7.7 calc
24 Feb 2017	Excess Mileage Perm Change of Base	Excess	1.9	7.7 calc
27 Feb 2017	Excess Mileage Perm Change of Base	Excess	1.9	7.7 calc
28 Feb 2017	Excess Mileage Perm Change of Base	Excess	1.9	7.7 calc

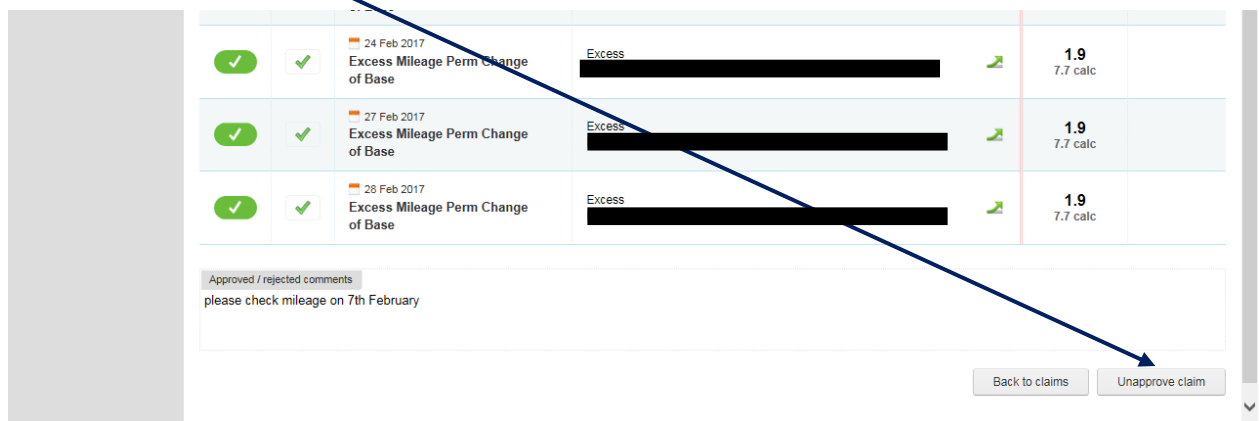
This box will appear. Tick to confirm and click 'Confirm'

The dialog box titled 'Approve / Reject Claim' contains a section for 'Terms and conditions'. The text reads: 'I declare that this expense claim information is correct and complete and I confirm I have checked all necessary receipts and warnings. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of this expense claim information for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud'. Below this is a checked checkbox: 'I confirm that I have read and abided by the terms and conditions.' At the bottom are two buttons: 'Back to claim' and 'Confirm'.

The claim will then appear in the 'Approved Awaiting Payment' section

The screenshot shows the 'EmployeeOnline' interface. The top navigation bar includes 'Rostering', 'My Profile', 'Timesheets', and 'Expenses'. The main content area is titled 'Manager Approvals' and shows a tab for 'Approved Awaiting Payment' with a count of 1. Below this is a table with columns: Person, Ref, Name, Status, Approving Unit, Cost Centre, Submitted, and Approved By. One row is visible with a green checkmark in the Status column. The bottom right corner shows '1 - 1 of 1 items'.

From here you can unapprove the claim if necessary



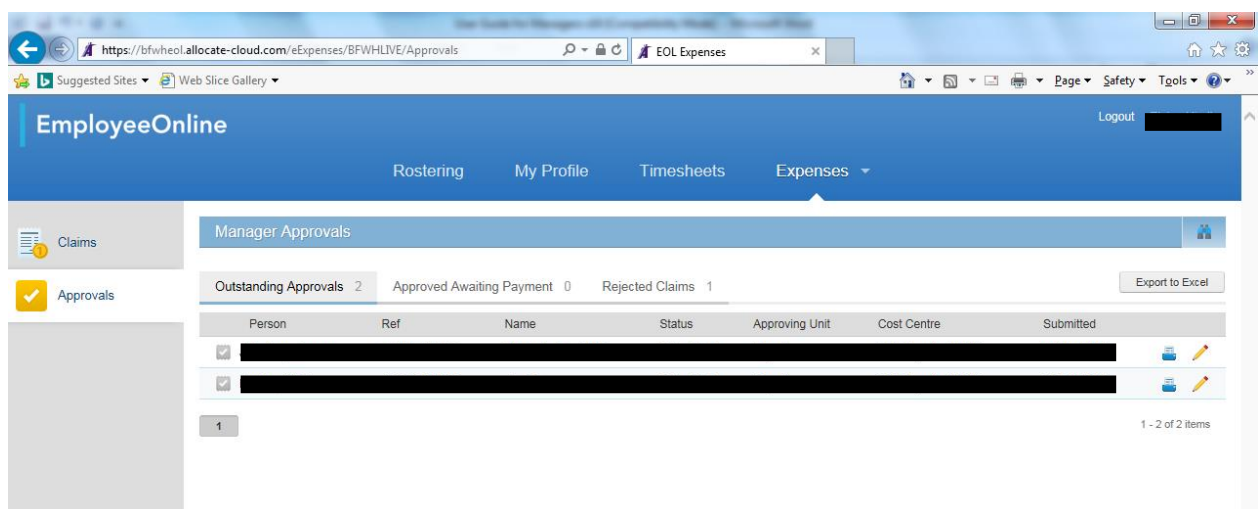
The screenshot shows a table with three rows of claims. Each row has a green checkmark in the first column, a date in the second column, a claim description in the third column, and a value in the fourth column. A blue arrow points from the text above to the 'Unapprove claim' button at the bottom right of the table.

✓	✓	24 Feb 2017 Excess Mileage Perm Change of Base	Excess [REDACTED]	1.9 7.7 calc
✓	✓	27 Feb 2017 Excess Mileage Perm Change of Base	Excess [REDACTED]	1.9 7.7 calc
✓	✓	28 Feb 2017 Excess Mileage Perm Change of Base	Excess [REDACTED]	1.9 7.7 calc

Approved / rejected comments
please check mileage on 7th February

Back to claims Unapprove claim

It will then appear back in the 'Outstanding Approvals' section



The screenshot shows the EmployeeOnline interface. The 'Manager Approvals' section is active, showing 'Outstanding Approvals' with 2 items. A table lists the outstanding approvals with columns for Person, Ref, Name, Status, Approving Unit, Cost Centre, and Submitted. Two rows are visible, both with redacted names and status.

Person	Ref	Name	Status	Approving Unit	Cost Centre	Submitted
✓	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
✓	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

1 - 2 of 2 items

NB If you had previously rejected any part of the claim that you unapproved, the rejected element will have already been sent back to the claimant and will not be in the newly unapproved claim**

You should make sure you have seen any receipts attached to the claim

Claims should be ready for you to check from the 5th of the month, and need to be approved and ready for payroll action by the 10th of the month. Any claims that have been rejected must also be re-submitted and approved by the 10th. Any claims that have not been approved by the 10th of the month will not be paid until the end of the following month.

****NB** It is strongly recommended that claims are input as they arise on a regular basis and are submitted and approved on time every month, regardless of how large or small the claim. - Retrospective claim date restrictions will apply.**

****NB** If regular journeys are done, claims should be created on a monthly basis with multiple journeys entered within the same claim. Separate claims should not be created for each individual journey.**

