

MONONA GROVE SCHOOL DISTRICT

Process DOC for Submitting an Expense Reimbursement through Employee Access

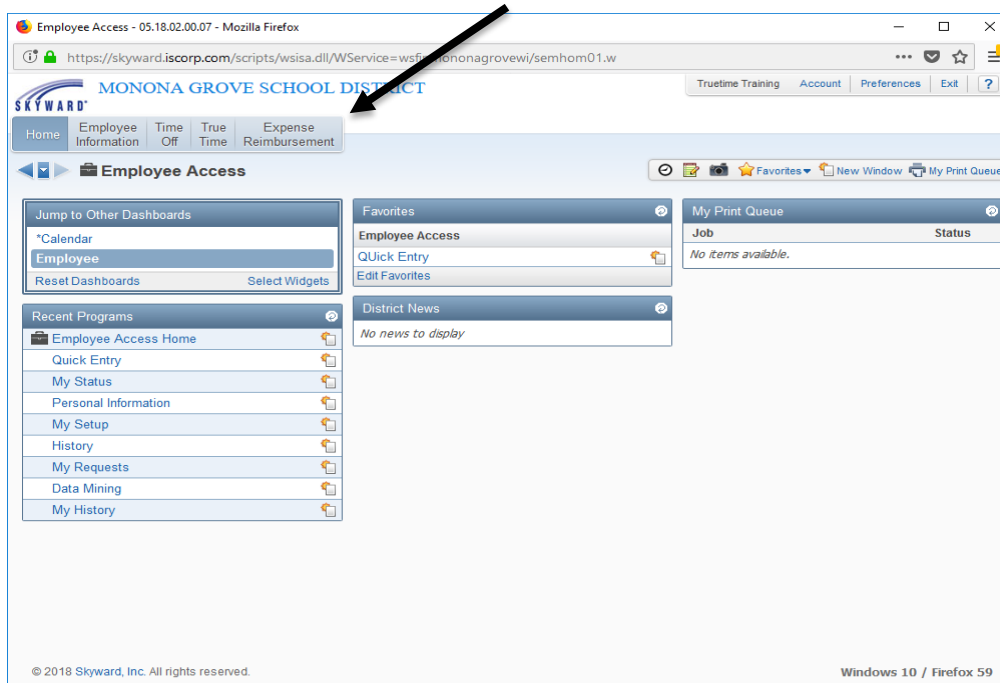
District personnel will be reimbursed for any travel when attending pre-approved meetings and conferences. **Please submit all reimbursements within 2 weeks of the expense** in order to keep the expense in the correct fiscal year.

The following is a step by step process on how to submit an expense reimbursement through Employee Access. **Please use Chrome and not Firefox as your internet browser.**

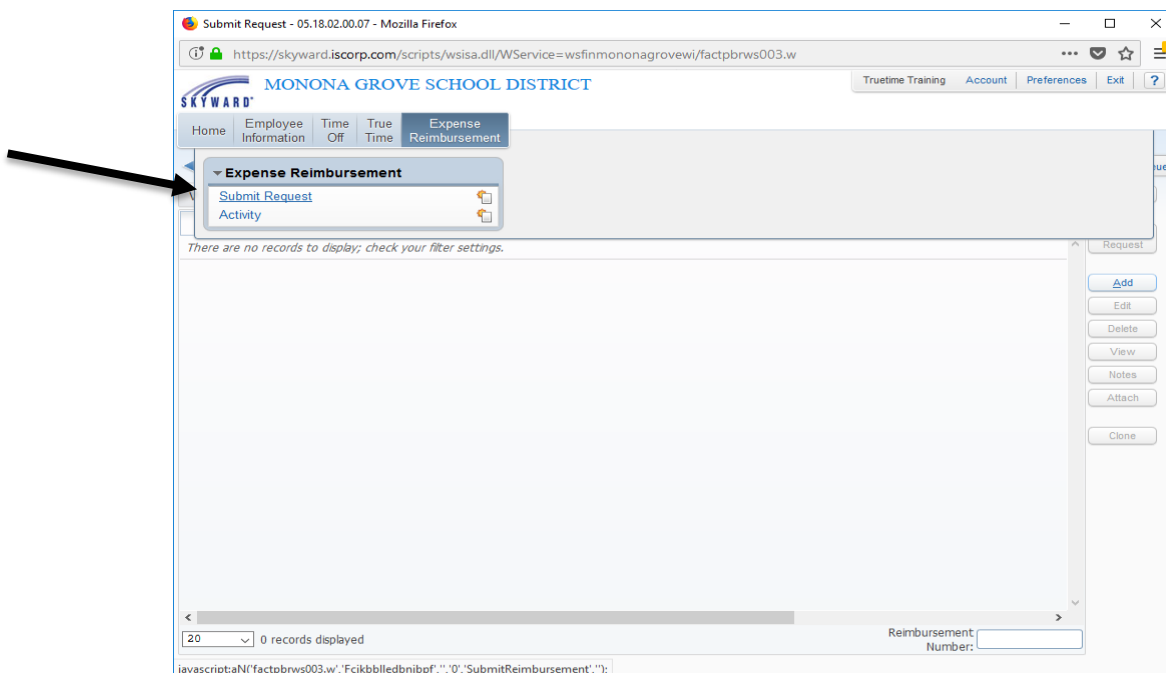
1. Sign into Employee Access.

The screenshot shows the login interface for the Monona Grove School District. At the top, the text "MONONA GROVE SCHOOL DISTRICT" is displayed in a large, bold, black font. Below this, there are two input fields: "Login ID" and "Password". The "Login ID" field is a simple white box with a thin border. The "Password" field is a white box with a thin border and a small eye icon on the right side to toggle visibility. Below the password field is a prominent green button with the text "Sign In" and a right-pointing chevron. Underneath the button are two links: "Forgot your Login/Password?" and "Legacy Login", both in a smaller, blue font. Further down, the text "Or select an authentication source below..." is centered. Below this text is another green button with the Google logo and the text "Google" followed by a right-pointing chevron. In the bottom right corner of the page, the version number "05.22.06.00.09" is displayed in a small, grey font.

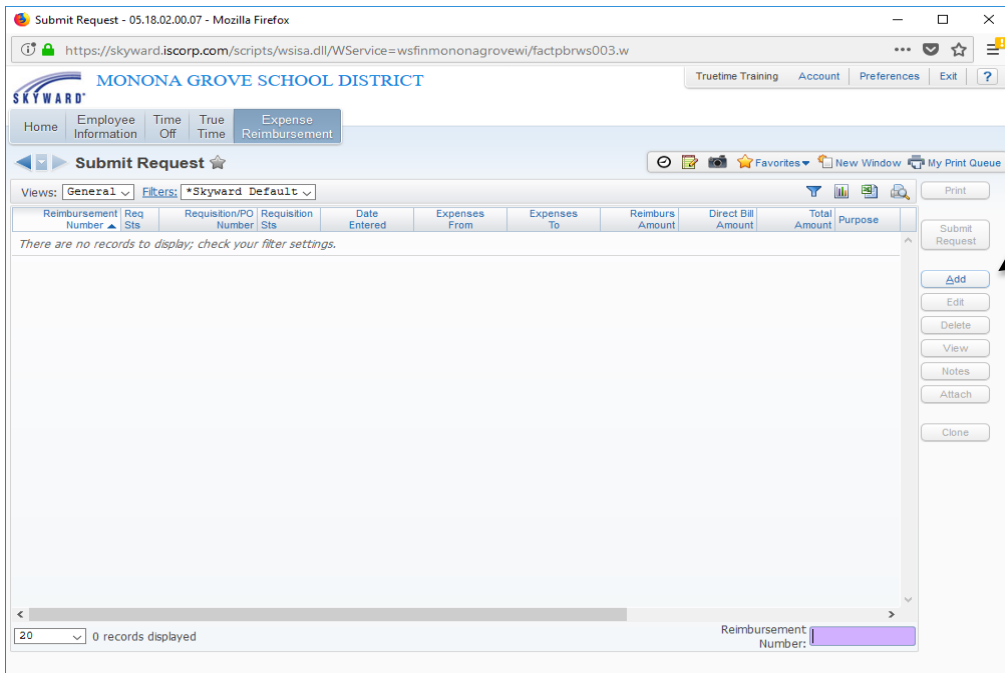
2. Click on **Expense Reimbursement** at the top of the screen.



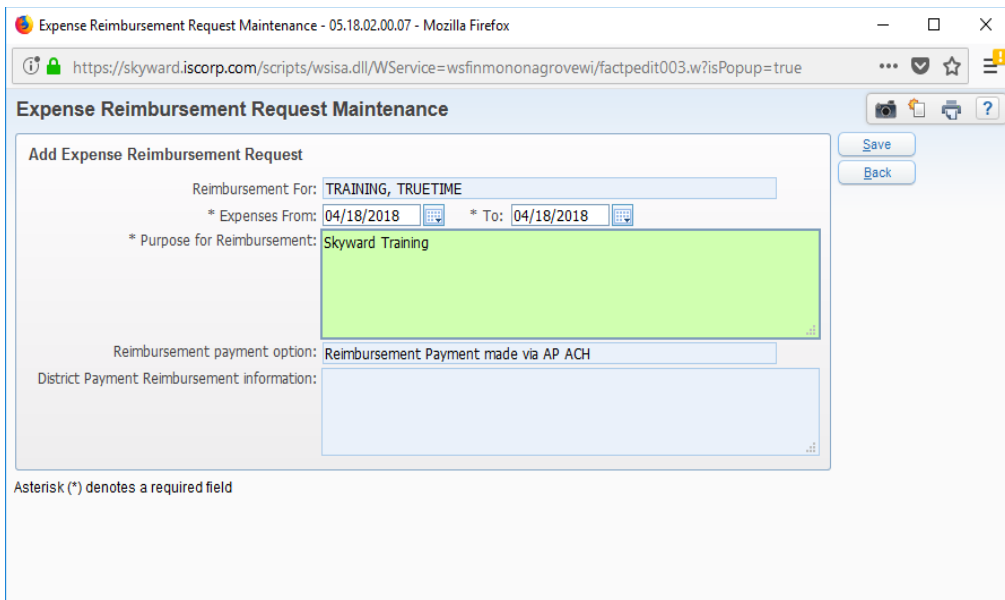
3. Click on **Submit Request**.



4. Within the Submit Request module, Click **Add**.



5. Within the Expense Reimbursement Request Maintenance screen:
 - a. Enter the Expense From and To date range.
 - b. Enter a Purpose for Reimbursement description; for example, Skyward Conference, Badger Conference, etc.
 - c. Click Save to continue or Back to cancel.



6. Once you have clicked on Save, the Expense Reimbursement Request Maintenance screen updates to show you what you have entered thus far. A few maintenance tools for you:
- The **Edit Master** button allows you to return to the previous screen and modify the request.
 - The **Notes** button allows you to enter a note regarding the request.
 - The **Attachments** button allows you to attach receipts or other pertinent documentation to the request.
 - The **Save and Finish Later** button allows you to save and return to finish the request later.

The screenshot shows a web browser window titled "Expense Reimbursement Request Maintenance - 05.18.02.00.07 - Mozilla Firefox". The URL is "https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinmononagrovevi/factpedit004.w". The main heading is "Expense Reimbursement Request Maintenance".

Expense Reimbursement Information

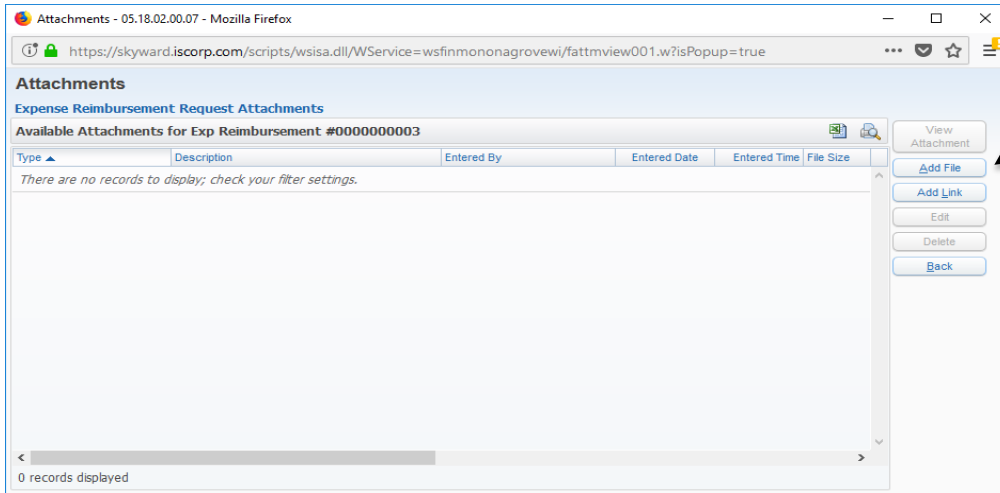
Reimbursement For: TRAINING, TRUETIME [Edit Master]
Expenses From: 04/18/2018 To: 04/18/2018 1 Day [Notes]
Purpose for Reimbursement: Skyward Conference [Attachments]
Reimbursement payment option: Reimbursement Payment made via AP ACH
Total Reimbursement Amount: \$0.00
Required Pre-verifier: [dropdown]

Expense Reimbursement Detail Lines

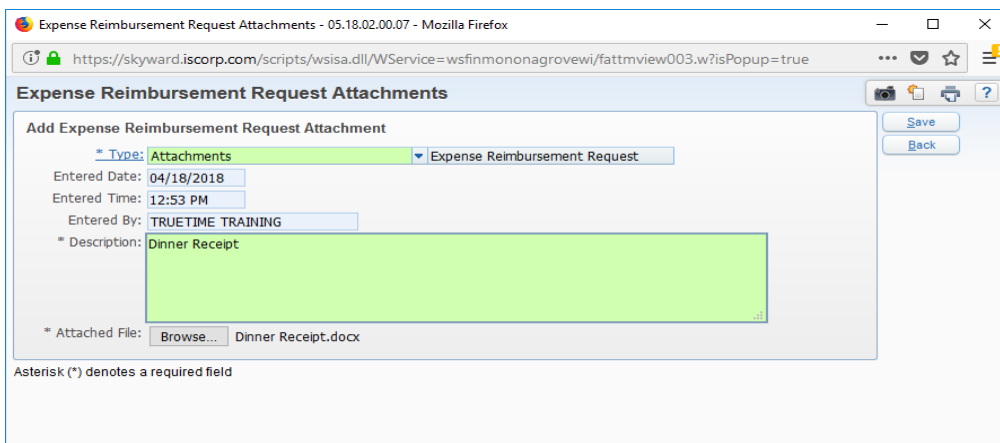
Views: General Filters: *Skyward Default [Add]
Date Type Description/Customer Quantity Amount Total Amount C R D [Edit]
[Delete]
[Clone]
[Mass Add Detail]

There are no records to display; check your filter settings.

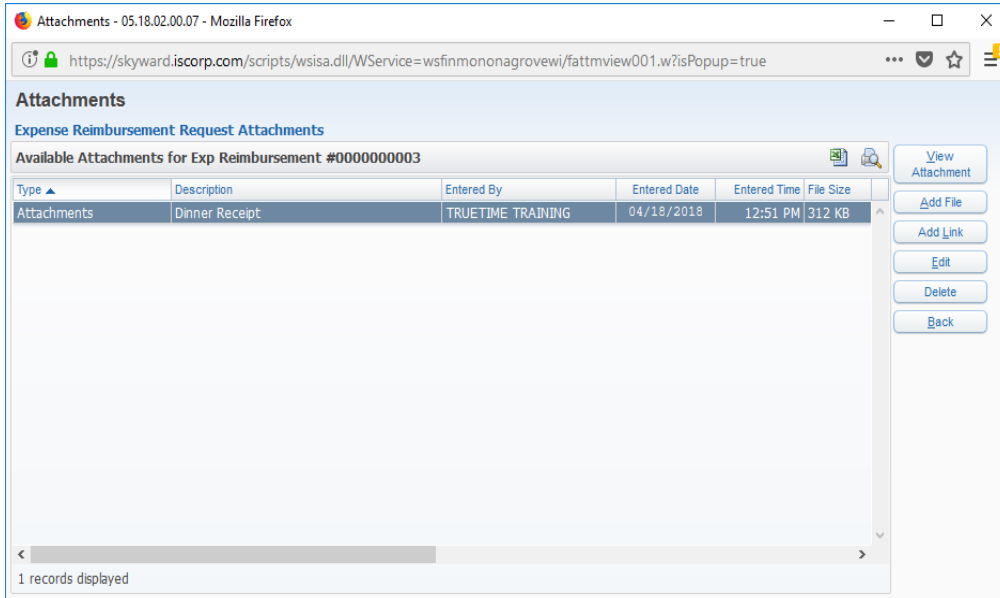
7. If you are only entering an individual mileage reimbursement, skip to number 10 as individual mileage do not have receipts. For all mileage logs and any other reimbursements, please follow this step to attach the mileage log and/or receipts. All expense items must have a receipt attached. In order to attach any receipts to your request, the receipts must be scanned to your email and then saved to a folder on your computer. Once this is complete, click on the **Attachments** button. The Attachments screen will open and click on Add File.



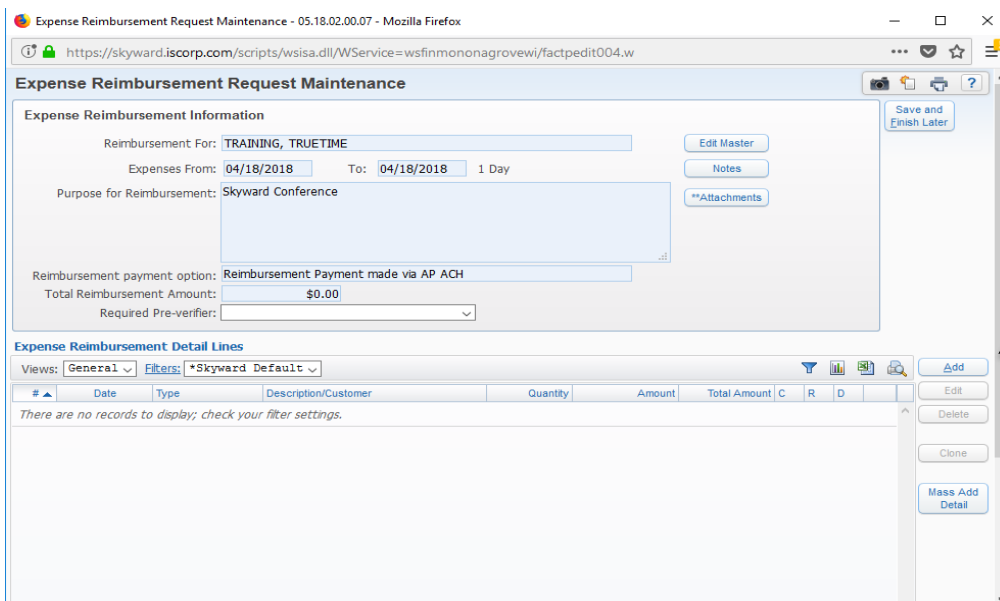
8. Within the Attachments screen:
 - a. Click on Type and select Attachments.
 - b. Enter the description of the attachment; for example, dinner receipt.
 - c. Click Browse and locate where you saved the receipt on your computer.
 - d. Click on Save.



9. This brings you back to the attachment screen and you can view what you have attached. If you have more receipts to attach, click on Add file and repeat the process above. Once you have attached all receipts, click on the Back button.



10. At the Expense Reimbursement Request Maintenance screen, click on Add to add the detail for each receipt you have attached and/or mileage.



11. Enter the Detail Line information for the open fields.

- a. Date – Enter the date of the expense
- b. Receipt Attached – This box must be checked for all reimbursement items not including mileage.
- c. Reimbursement Type – Use the drop-down to select the reimbursement type code.
Options to choose from:
 - Airfare Expense
 - Conference Expense
 - Lodging Expense
 - Mileage Reimbursement
 - Meals-Breakfast
 - Meals-Lunch
 - Meals-Dinner
 - Other Misc Travel Expense
 - Parking Fees
 - Rental Car
 - Supplies
 - Taxi/Cab Fare
 - Toll Booth Fees
- d. Quantity – Enter 1 for all receipts and enter the total miles for a mileage expense.
- e. Amount – Enter the amount from your receipt and for mileage, .58, for 2019, is already entered as the cost per mile.
- f. Description/Customer – Enter any necessary details for this particular expense request.
- g. Detail Line Accounts – Click on the drop down arrow and select the first account number listed. Click on Save

The screenshot shows a web browser window with the URL <https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinmononagroveni/factpedit005.w?isPopup=true>. The page title is "Expense Reimbursement Request Detail Maintenance".

Expense Reimbursement Information

Expenses From: 04/18/2018 To: 04/18/2018 1 Day
Total Reimbursement Amount: \$16.88

Edit Expense Reimbursement Detail Line

Line Number: 1 Receipt Attached Direct Bill/Do not Reimburse

* Date: 04/18/2018 Wednesday

* Reimbursement Type: MEALS-DINNER ML-DINNER

Category: Meals

ITEMIZED RECEIPTS REQUIRED.
REIMBURSED ACCORDING TO DISTRICT POLICY FOR PER DIEM.

* Quantity: 1
* Amount: \$16.88
Total Amount: \$16.88

* Description/Customer: Dinner at Red Robin before heading back to the hotel

Detail Line Accounts

* Account	Account Selection	Amount	Percent
07 A 000 000 753000 000 - /		16.88	100.00
Total:		16.88	100.00

Asterisk (*) denotes a required field

12. At this point, you are back at the Request Maintenance screen. If you have more request items that relate to this reimbursement, repeat the steps in number 11, if not, continue to next step.

The screenshot shows a web browser window titled "Expense Reimbursement Request Maintenance - 05.18.02.00.07 - Mozilla Firefox". The URL is "https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinmononagrorevi/factpedit004.w". The main heading is "Expense Reimbursement Request Maintenance".

Expense Reimbursement Information

Reimbursement For: TRAINING, TRUETIME (with "Edit Master" button)
Expenses From: 04/18/2018 To: 04/18/2018 1 Day (with "Notes" button)
Purpose for Reimbursement: Skyward Conference (with "**Attachments" button)
Reimbursement payment option: Reimbursement Payment made via AP ACH
Total Reimbursement Amount: \$0.00
Required Pre-verifier: (dropdown menu)

Expense Reimbursement Detail Lines

Views: General Filters: *Skyward Default (with "Add" button)
Table headers: #, Date, Type, Description/Customer, Quantity, Amount, Total Amount, C, R, D (with "Edit", "Delete", "Clone", and "Mass Add Detail" buttons)
Message: There are no records to display; check your filter settings.

13. At the Request Maintenance screen, here are a few maintenance tools for you:
- Each of the Detail Line records can be edited, deleted or cloned (copied).
 - Click the arrow at the beginning of each of the Detail Lines to expand/collapse the details of each record.
 - Mass Add Detail can be used to add multiple detail lines at the same time.

14. At this point, you have entered all your receipt items and/or mileage and you are ready to submit your expense reimbursement. The first step in the approval process is for the expense reimbursement to be sent to a pre-verifier. A pre-verifier is the budget owner's administrative assistant who will be verifying each expense reimbursement and then forwarding it on to the budget owner for approval. Click on the drop-down arrow to select the correct Pre-verifier per the list below:

- High School – Julie Rozanski
- High School SAA – Amy Andersen-Goldsworthy
- Winnequah - Kathleen Williamsen
- Glacial Drumlin – Jill Bertera
- Cottage Grove – Ilaina Smith
- Granite Ridge – Kristen Halverson
- Taylor Prairie – Penny Meikle
- Curriculum & Instruction & IT – Maureen Lehmann
- Student Services – Gina Molstad
- Superintendent – Leticia Masarik
- HR – Carrie Nemesi
- MG21 – Stacy Levin
- Athletic Dept – Amelia Leger
- School Nutrition – Terri O'Neil
- Facilities and Aquatics – Lauri Slattery

**** Please note, if you are a Pre-verifier submitting an expense reimbursement request, please choose Lauri Slattery as your pre-verifier.

Expense Reimbursement Request Maintenance

Expense Reimbursement Information

Reimbursement For: TRAINING, TRUETIME Edit Master

Expenses From: 04/18/2018 To: 04/18/2018 1 Day Notes

Purpose for Reimbursement: Skyward Conference **Attachments

Reimbursement payment option: Reimbursement Payment made via AP ACH

Total Reimbursement Amount: \$16.88

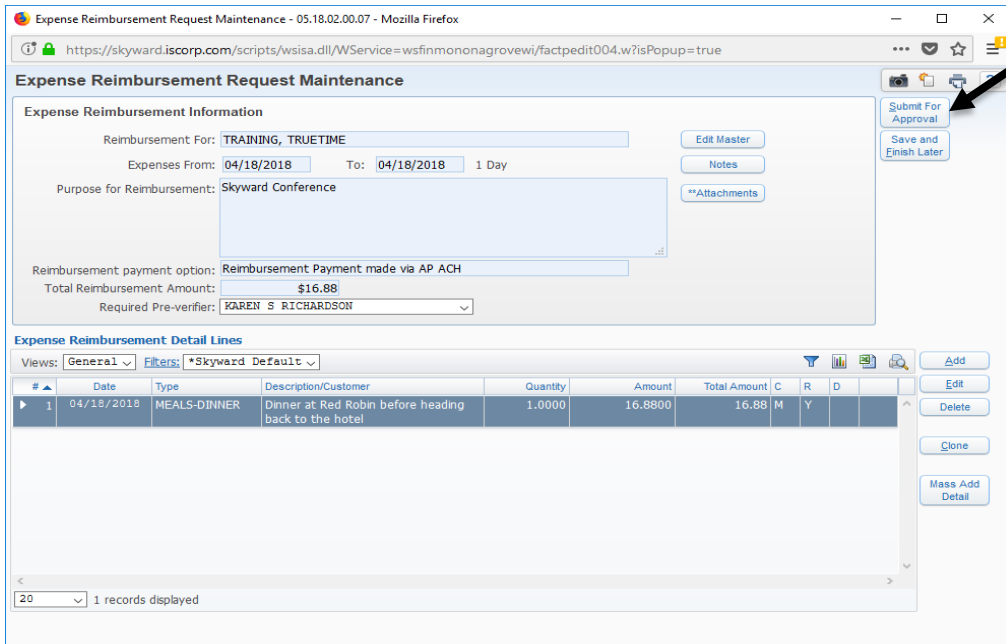
Required Pre-verifier: ▼

Expense Reimbursement Detail Lines

Views: General Filters: Skyward Default

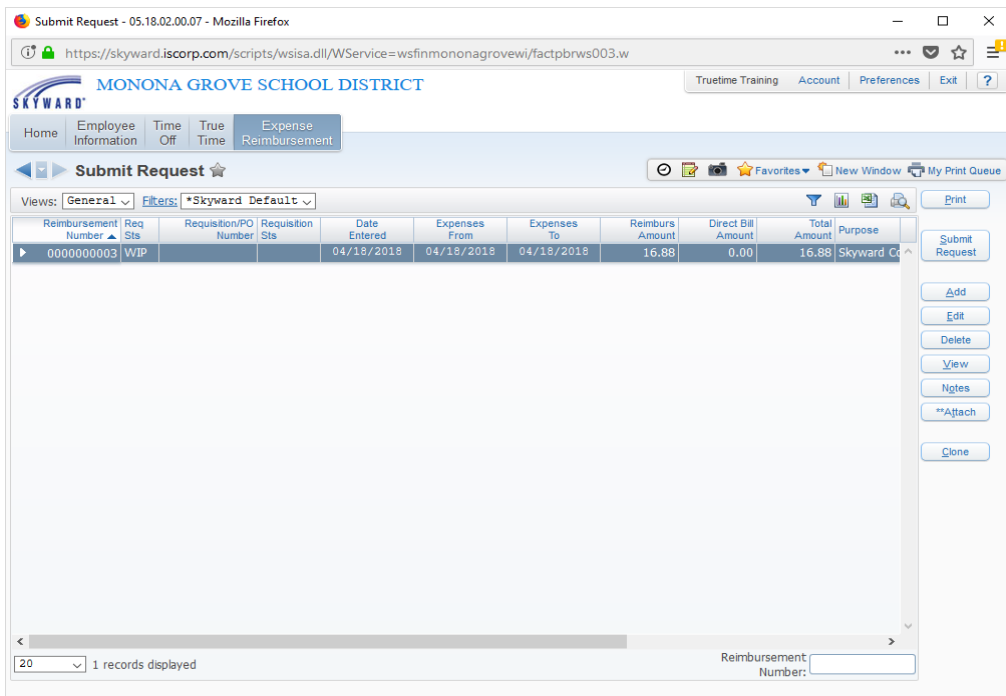
#	Date	Type	Description/Customer	Quantity	Amount	Total Amount	C	R	D
1	04/18/2018	MEALS-DINNER	Dinner at Red Robin before heading back to the hotel	1.0000	16.8800	16.88	M	Y	

15. Once you have selected the pre-verifier, the expense report is ready to be submitted. Click on Submit For Approval.

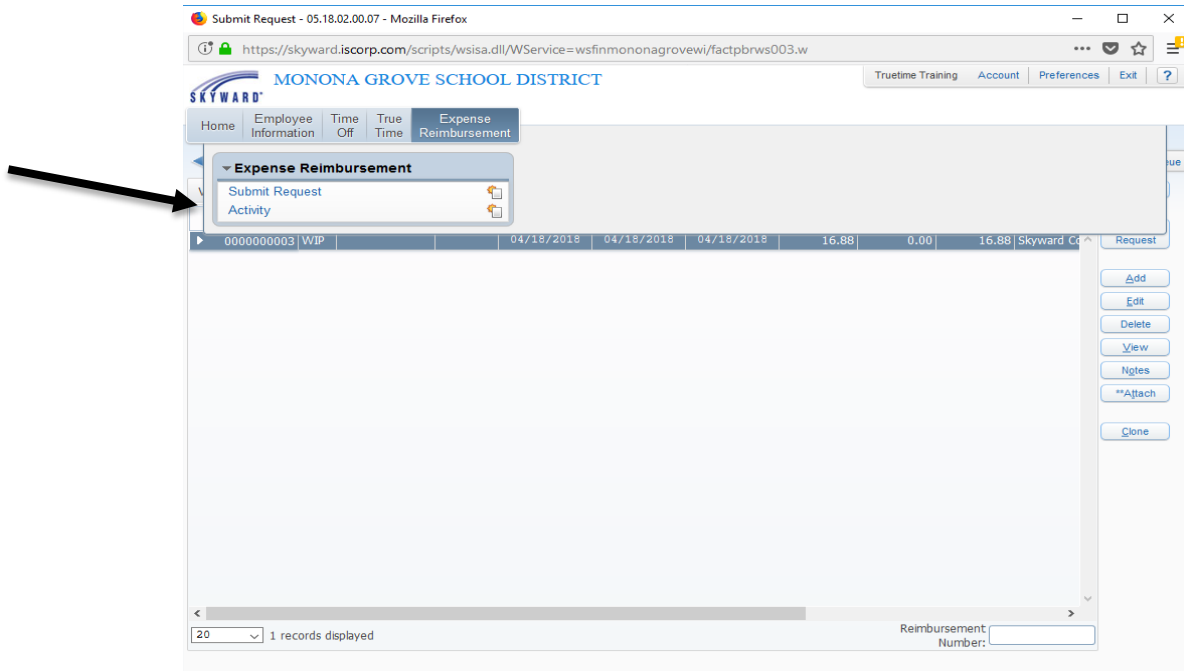


16. Once submitted, you will be back at the Submit Request screen. The reimbursement request is displayed and is awaiting approval from the pre-verifier and then it will be forwarded to the budget owner for the final approval. A few maintenance items:

- An unapproved request can be printed, edited, deleted, or cloned (copied).
- Use the Notes and Attach buttons to add a note or attach new backup.
- A request with a note or attachment will be flagged with an asterisk.

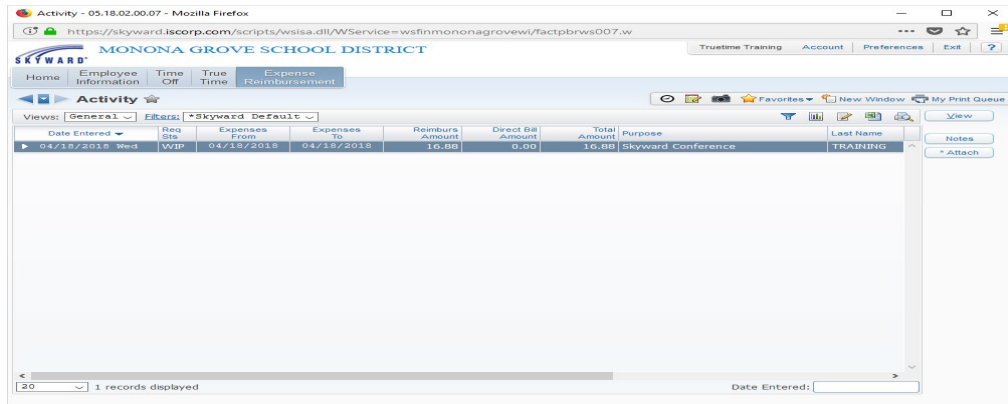


17. More maintenance items. Navigate to Expense Reimbursement, click on **Activity**. This is an area to view expense reimbursement status and history information.



18. Within Activity, it displays general information such as dates and reimbursement status.

- Request status
 1. WIP – Work in Progress (submitted working on request)
 2. APP – Approved Request (approved by pre-verifier and budget owner)
 3. WFH – Request Awaiting Approval (from budget approver)
 4. WFP – Request Waiting Pre-Verification (from selected pre-verifier)
 5. DEN – Request Denied (if denied by the pre-verify or the budget owner)
- The **View** button will display the submitted version of the expense.
- The **Notes** and **Attach** buttons will be flagged with an asterisk if there is a note or attachment.
- To view detailed information, select the line item and expand the section(s) accordingly.



This concludes the process DOC.