

Shared Services Accounts Payable

Employee Reimbursement PeopleSoft Entry

Employee Expense Reimbursement

- The process described herein is for employees to submit Travel and Miscellaneous Business expense per Operating Procedure 10-10. (instructions to access the policy is on the next slide)
- It does not a substitute the requirement to obtaining all of the necessary approvals prior to traveling or signing up for training.
- Each invoice has to be attached together with proof of payment (receipt).
- Back up justification must be scanned and uploaded as part of each Payment Request.
- This process should not be a substitute for appropriately procuring goods and services through the Purchasing Department.

Series	Title	Department Responsible	Effective Date
10-1	Functions Of The Office Of Administrative Services	10 Department	Jul 18, 1984
10-7	Corporate Directives And Procedures	10 Department	Jul 25, 1984
10-10	Official Travel And Miscellaneous Business Expense	10 Department	Mar 26, 2014
10-11	Distribution Formulas	10 Department	Feb 02, 2010
10-20	Auxiliaries	10 Department	May 01, 2021
10-21	Discharge Of Homeless Mothers And Newborns	10 Department	May 22, 1989
10-22	Smoke Free Policy	10 Department	Nov 12, 2009
10-57	Food Standards For Meetings And Events	10 Department	Apr 01, 2013

Employee Reimbursement PeopleSoft access

PeopleSoft Access is required to access the employee data to submit the Employee Reimbursement Request
If you do not have access to PeopleSoft, please submit a Service Now Ticket to obtain access

To log on to PeopleSoft: <http://hhcinsider.nychhc.org/Pages/Default.aspx>

INFORMATION LINKS	APP LINKS	EXTERNAL LINKS
2021 Calendar	Applications (click for list)	Benefit Plus
Ambulatory Care	Careers	Community Care Public Website
Central Office Information	Cerner CERT	Community Health Needs Assessment (CHNA) 2013
Central Office Shuttle Bus Service	Cerner Train Domain	Community Health Needs Assessment (CHNA) 2016
Clinical Training Tools/CBTs (click for list)	Clairvia (click for list)	Employee Assistance Program
Clinician to Clinician (C2C) Secure Messaging	Clinical Workgroups (click for list)	Facility Websites
Connecting to Guest WiFi (click for list)	Crothall's TeamTrace	Guns Down Life Up initiative
Corporate Compliance	EEO Gateway	Health Insurance Search
COVID-19 Research Executive Steering Committee	Electronic Commerce (click for list)	HITE (Health Improvement Tool for Empowerment)
CPE/Continuing Professional Education	Employee Self Service (ESS)	MetroPlus Health Plan
Credentialing	Employee Vaccination Registry	NYC Health + Hospitals Public Website
Diversity and Inclusion (CLAS/LEP)	Enterprise Service Desk (click for list)	NYC links
Ebola Readiness	e-Priv Provider Privileges (click for list)	NYC Office of Labor Relations
Emergency Management	e-ROOMbooking	NYC.gov
Employee Resources Center	ERP Time Keeping	OneCity Health
Enterprise and Facilities	Everbridge Member Portal	Press Releases
Formulary Lists	Everbridge User Login	Resources
Essential Translated Forms	Flu Vaccination Scheduler	Simulation Center
GO - H ₂ O Implementation	Hand Hygiene	Weather
Helping Healers Heal	HCLL	Youth Health
HighmarksCE	Hyperion Budget and Planning (EPM)	
HIPAA (click for list)	Juvare eCIS	
House Staff Safety & Wellness	Juvare EMResource	
ICARE	Kiteworks/Secure File Transfer	
ICD-10	LR TEAAM	
Infectious Disease Dashboard	Mosby	
Inspector General	NowPow	
Learning Academy	NYC Citywide Immunization Registry	
Managed Care	OCH Partner Portal	
Managed Print Services	Panel Management System	
Meaningful Use	PaperTrack	
Medicare Part D	PeopleSoft ELM	
Nursing Clinical Ladder Program	PeopleSoft Finance/Supply Chain	
Nursing Resource Page (click for more)	PeopleSoft HR	

Please note access to EMP01 in PeopleSoft is also required – the access identifies you as an active H+H employee.

If you currently do not have access to EMP01, please email the Enterprise Service Desk to request access to EMP01

To Access PeopleSoft Finance/Supply Chain Under:

APP LINKS

Click:

PeopleSoft Financial/Supply Chain

Sign in

Employee Reimbursement PeopleSoft entry

Menu to access Employee Self-Service for EMP

Steps: Click the following menu options to go to the Payment Request Center for Employee Reimbursement

Step 1: Click the menu icon (three horizontal lines) in the top navigation bar.

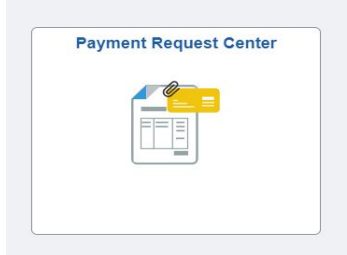
Step 2: Click the **Menu** option in the left sidebar.

Step 3: Click the **Employee Self-Service** option in the main menu.

Step 4: Click the **Payment Request Center** option under the **Employee Self-Service** section.

Employee Reimbursement PeopleSoft entry

Menu to access Employee Payment Request Center



FYI – if you already have the below Payment Request Center on your homepage, the link will not work for Employee Reimbursement Requests. You will need to go through the steps on the previous slide

Save as Favorite

If you save this navigation as a favorite in the future you can just navigate to your favorites

Click on the 3 dots and then click Add To Favorites

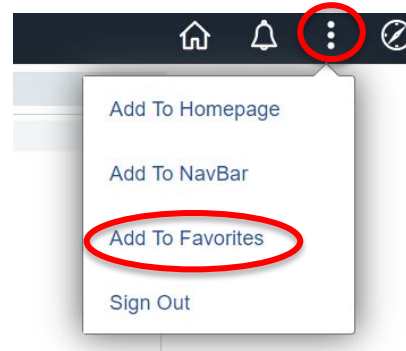
The below appears. Then Click the Add button

Add To Favorites

*Favorite Label

Payment Request Center

Add



The below message appears. Click OK

Message

Added 'Payment Request Center' to Favorites

OK

Employee Reimbursement PeopleSoft

Entry-Payment Request Center

Creating the Employee Reimbursement

Click on the Create button

Payment Request Center

Home
Notifications
Menu
Help

Payment Request Center
Welcome: JANNETTE FIGUEROA

Request Summary
From 03/08/2022 to 06/06/2022

Recent Messages
No Recent Messages

Create

Requests

Request ID	Entered Datetime	Invoice Number	Supplier ID	Supplier	Description	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay
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Employee Reimbursement PeopleSoft

Entry-Payment Request Center – Summary Information tab

Payment Request Center **Payment Request**

Payment Request

Summary Information Supplier Information Invoice Details Review and Submit

Exit Save for Later Next

Summary Information - Step 1 of 4

***Business Unit** EMP01 **Request ID**

Invoice Number 06062022 **Entered By** JANNETTE FIGUEROA

***Invoice Date** 06/06/2022

***Request Type** Employee Expense Request

Description Car fare to meeting at Corp Office 06012022

***Cost Sub-Total** 25.00

Misc Charge Amount

Freight Amount

Entered VAT Amount

Total Amount 25.00 ***Currency** USD

Notes/Comments emergency mandatory meeting

227 characters remaining

Exit Save for Later Next

Fill out the Required Fields

- Business Unit: **EMP01**
- Invoice Number (date the expense was incurred – formatted MMDDYYYY (ex. 06072022))
- Invoice Date: the date the expense incurred
- Request Type: **Employee Expense Request**
- Cost Sub-Total
- Attachments

Click the Next button

Payment Request Center | **Payment Request**

Summary Information | **Supplier Information** | Invoice Details | Review and Submit

Supplier Information - Step 2 of 4

Business Unit EMP01
Request ID

Country USA

Supplier ID

Supplier Name

Invoice Number 06062022
Invoice Date 06/06/2022
Entered By JANNETTE FIGUEROA
Entered Datetime 06/06/2022 2:59PM

Look Up Supplier ID

Business Unit
Supplier ID begins with
Short Supplier Name begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Supplier ID	Short Supplier Name	Supplier Name
000055139	FIGUEROAJA-001	FIGUEROA, JANNETTE

Supplier list

Supplier ID	Name	Address	City	State	Country
000055139	FIGUEROA, JANNETTE				

Exit Save for Later Previous Next

Supplier ID: Choose your credentials- Supplier ID is the employee's tkid Supplier Name is the employees name

Option 1
Click on magnifying glass

Option 2
Click Search button



Click the next button

Employee Reimbursement PeopleSoft

Entry-Payment Request Center – Invoice Details tab

Click: **Add Lines**

Add a New Line by filling out required fields:

Description, Quantity (1), Unit (EA) and *Line Amount (total amount requesting for reimbursement)

Accounting Details

- *Amount (total amt requesting for reimbursement)
- *GL Business Unit (your facility BU)

For the following required fields, please validate with the facility budget department.

- Account – Most used. If you are not sure check with your facility budget team
8990100 General Direct Exp E
7860100 Employee Travel E
8950100 Outside Training Sessions E
- Department ID (the department id where the expense is being charged)
- Fund Code: **05**
- Operating Unit

This should complete the process.

If your Expense Reimbursement is charged to a grant or capital, please obtain the detail for the following:

- PC Business Capital CAP01 or Grants GRT01
 - Project ID
 - Activity
 - Source Type

Note: Please contact your local Budget department if you are uncertain what Account and Dept ID to use.

Click **Ok > Next**

Review and Submit for approval

Employee Reimbursement PeopleSoft Entry-Payment Request Center – additional information

Payment Request Center

Welcome: JANNETTE FIGUEROA













Request Summary From: 05/27/2021 to 06/25/2021

Recent Messages: No Recent Messages

Display	Status	Number of Requests
<input checked="" type="checkbox"/>	New	2
<input checked="" type="checkbox"/>	Vouchered	1

Create

Requests

Request ID	Entered Date/Time	Invoice Number	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay	
0000083766	07/16/2021 1:06PM	test_bo_emp		REDO,JANNETTE	Emp Reim FPO Test -New Supplier	1.00	USD	Vouchered	EMP01	00008233		   
0000083334	08/24/2021 9:20AM	081921	000055129	FIGUEROA,JANNETTE	Car fare to meeting at Corp Office 081921	12.00	USD	New	EMP01			   
0000082826	06/22/2021 2:51PM	testing	0000013357	NEW YORK UNIVERSITY SCH OF MED	Affiliation testing	1.00	USD	New	BEL01			   

Payment Request Center

Welcome: JANNETTE FIGUEROA













Request Summary From: 05/27/2021 to 08/25/2021

Recent Messages: No Recent Messages

Display	Status	Number of Requests
<input checked="" type="checkbox"/>	New	2
<input checked="" type="checkbox"/>	Vouchered	1

Create

Requests

Request ID	Entered Date/Time	Invoice Number	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay	
0000083766	07/16/2021 1:06PM	test_bo_emp		REDO,JANNETTE	Emp Reim FPO Test -New Supplier	1.00	USD	Vouchered	EMP01	00008233		   
0000083334	08/24/2021 9:20AM	081921	000055129	FIGUEROA,JANNETTE	Car fare to meeting at Corp Office 081921	12.00	USD	New	EMP01			   
0000082826	06/22/2021 2:51PM	testing	0000013357	NEW YORK UNIVERSITY SCH OF MED	Affiliation testing	1.00	USD	New	BEL01			   

A Voucher ID confirms your request was approved





No Voucher ID means your request is still pending approval

Once Final Approval is complete in PeopleSoft, a voucher id will appear

You may review the status of your Payment Request under **Scheduled to Pay**. If reimbursed, "Paid" will appear within the column like such:

Scheduled to Pay
Paid

Make additional actions by clicking on icons below:

-  Review the approval flow
-  Review the details
-  Edit the request
-  Cancel the request

To check why a request was denied

Click the below icon – Payment Request Approval



Click the arrow to expand the field



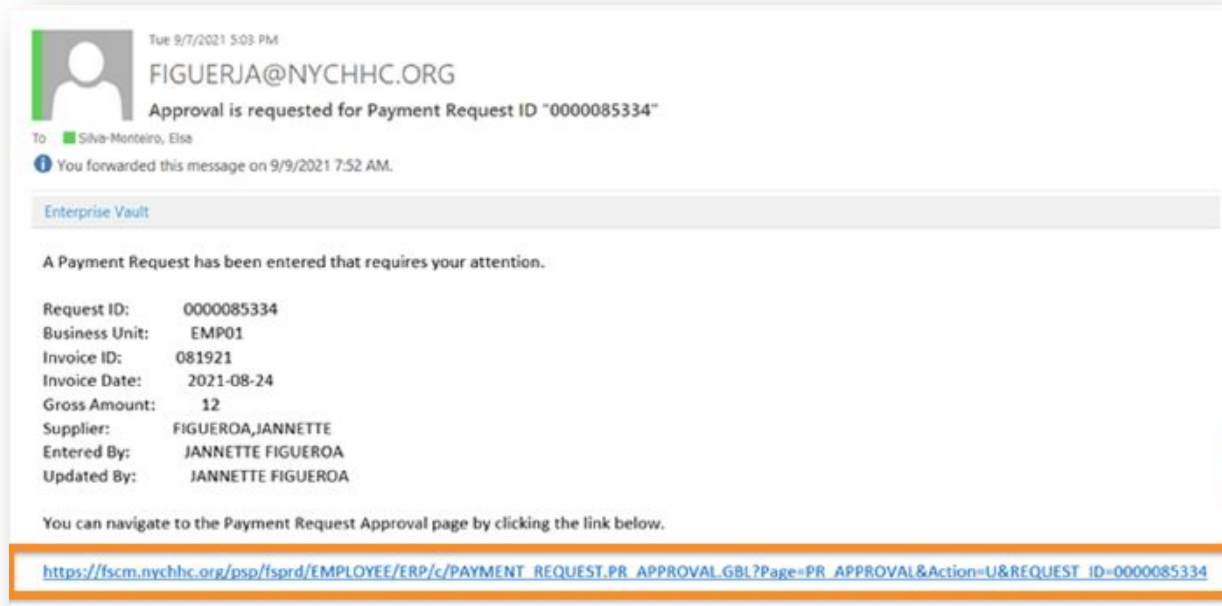
In the comments section, there is another arrow to expand the field; you should be able to see the reason.

Comments

Comments will provide the reason and next steps

Note: AP will only see your request once it is approved and ready for payment

Employee Reimbursement PeopleSoft Entry-Approval Process



The approval path is already configured in PeopleSoft based on your department cost center.

The approver will receive a systemic email notification that there is a Payment Request waiting for approval.

Step 1 Access the link on the email (or log into PeopleSoft Financial/Supply Chain to approve the request)

Employee Reimbursement PeopleSoft Entry-Approval Process

12.00 USD
emergency mandatory meeting

Summary

Request ID: 000065334
Invoice Number: 081921
Supplier ID: 000055139
Supplier: FIGUEROA, JANNETTE

Business Unit: EMP01
Invoice Date: 08/24/21
Entered By: JANNETTE FIGUEROA
Description: Car fare to meeting at Corp Office 081921

Line Details

Line	Item	Description	Quantity	UOM	Unit Price	Amount
1			1	EA	0.00 USD	12.00 USD

More Information

View Attachments (1)

Approver Comments

Approval Chain

Approve **Deny** **More**

Step 2 Once logged in, this is the approval page.

Validate the information is correct.

Review the attachments and make sure there is an invoice and receipt as back up to the request.

Once all is validated -
Click the **Approve** Button.

If any information is missing -
Click the **Deny** Button
(the request goes back to the employee to fix the issue).

If you deny the request, please add approver comments as to why the request is denied

Approval Flow

All approvers must approve the request in order to have the request available for payment.

The approval workflow is as follows:

1. Employee's supervisor
2. Cost Center Manager
3. Accounts Payable Team
4. Central Office Accounting Team

Questions or issues, please contact AP via phone 646-614-3434 or email at empreimburse@nychhc.org