

Shared Services Accounts Payable

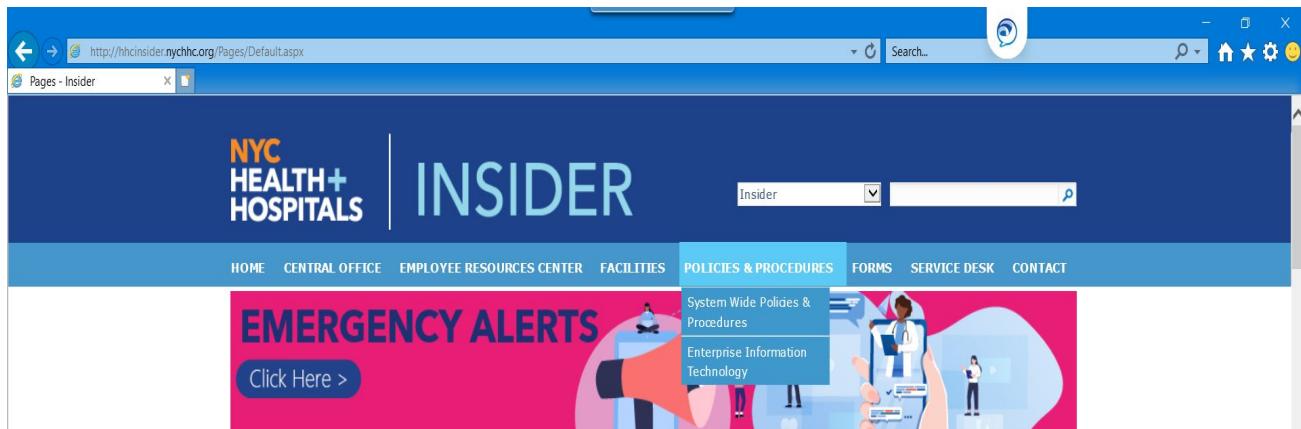
Employee Reimbursement PeopleSoft Entry

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 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.

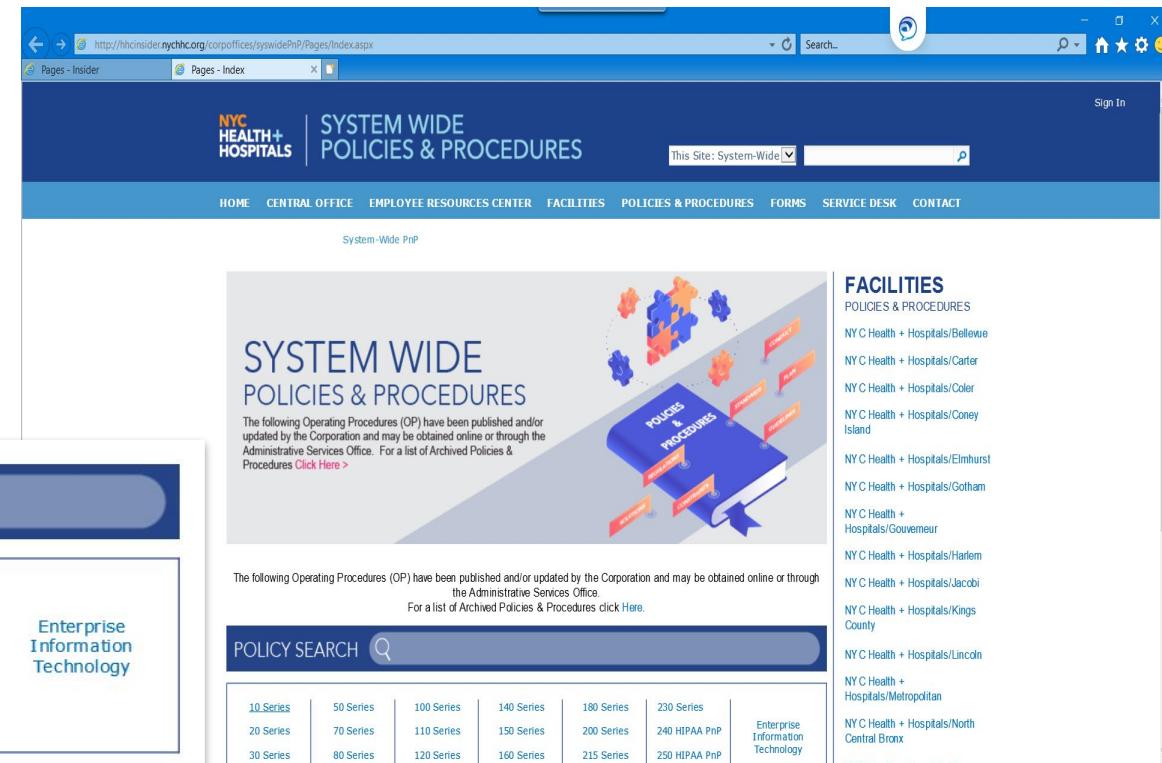
Review Operating Procedure 10-10

<http://hcinsider.nychhc.org/Pages/Default.aspx>



The screenshot shows the main page of the NYC Health + Hospitals/Insider website. The top navigation bar includes links for HOME, CENTRAL OFFICE, EMPLOYEE RESOURCES CENTER, FACILITIES, POLICIES & PROCEDURES, FORMS, SERVICE DESK, and CONTACT. A prominent 'EMERGENCY ALERTS' section with a 'Click Here' button is visible. Below it is a 'POLICY SEARCH' bar with a magnifying glass icon. A grid of policy series links is provided, and a sidebar for 'Enterprise Information Technology' is on the right.

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



The screenshot shows the main page of the NYC Health + Hospitals/System Wide Policies & Procedures website. The top navigation bar includes links for HOME, CENTRAL OFFICE, EMPLOYEE RESOURCES CENTER, FACILITIES, POLICIES & PROCEDURES, FORMS, SERVICE DESK, and CONTACT. A large graphic on the right features a blue book titled 'POLICIES & PROCEDURES' with various colored puzzle pieces floating around it. The page also contains text about published and updated operating procedures and a 'POLICY SEARCH' bar.

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
Highmarks [®] CE	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 TEAM	
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 e/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:

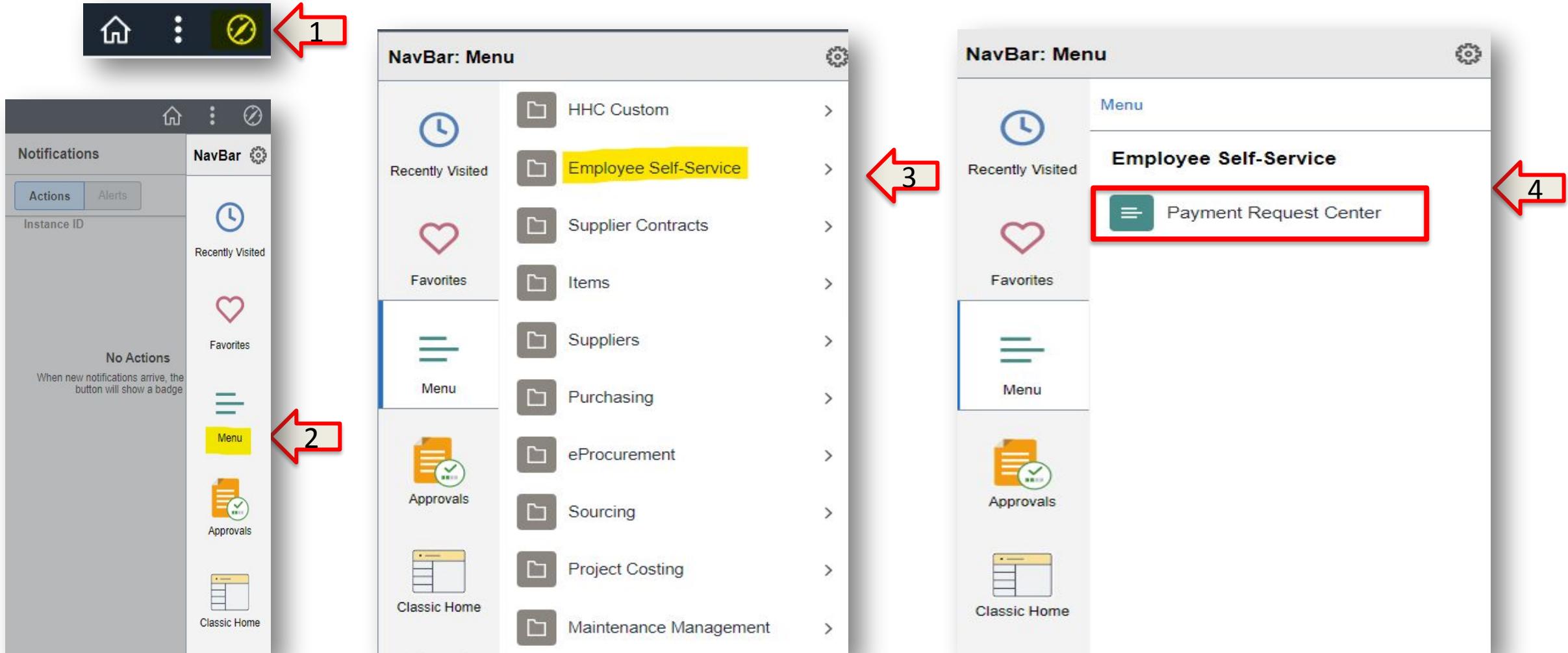
PeopleSoft Financial/Supply Chain

Sign in

Employee Reimbursement PeopleSoft entry

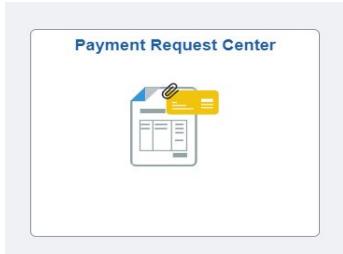
Menu to access Employee Self-Service for EMP

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



Employee Reimbursement PeopleSoft entry

Menu to access Employee Payment Request Center

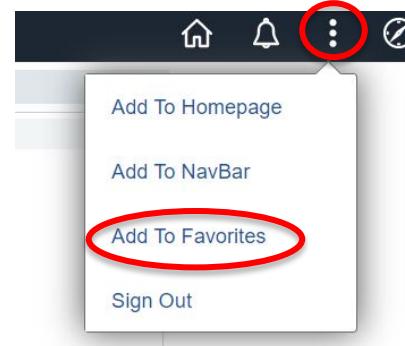


FYI – if you already have the below Payment Request Center on your homepage, the link will not work for Employee Reimbursement Requests. You will need to go through the steps on the previous slide

Save as Favorite

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

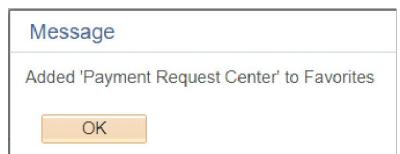
Click on the 3 dots and then click Add To Favorites



The below appears. Then Click the Add button



The below message appears. Click OK



Employee Reimbursement PeopleSoft

Entry-Payment Request Center

Creating the Employee Reimbursement

Click on the Create button

Payment Request Center

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

Display Status Number of Requests

Recent Messages

No Recent Messages

Welcome: JANNETTE FIGUEROA

5

Create

Requests

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

Employee Reimbursement PeopleSoft Entry-Payment Request Center – Summary Information tab

Payment Request Center

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 **Invoice Number:** 06062022 **Entered By:** JANNETTE FIGUEROA

***Request Type:** Employee Expense Request **Description:** Car fare to meeting at Corp Office 06012022

***Cost Sub-Total:** 25.00 **Attachments (1):** Add/include attachments (required forms and all receipts)

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

Employee Reimbursement PeopleSoft Entry-Payment Request Center

Supplier Information tab = employee information

Payment Request

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  Cancel Basic Lookup

Search Results

View 100	First	1 of 1	Last
Supplier ID	Short Supplier Name	Supplier Name	
000055139	FIGUEROAJA-001	FIGUEROA,JANNETTE	

Search 

Save for Later  

Supplier list

Supplier ID	Name	Address	City	State	Country
000055139	FIGUEROA,JANNETTE				

Personalize    First  Last

Exit   

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

Option 1
Click on magnifying glass 

Option 2
Click Search button 

Click the next button

Note: If your Supplier ID does not populate. Do not manually enter. Please email empreimburse@nychhc.org for further instruction or submit request to ESD to troubleshoot the error .

Employee Reimbursement PeopleSoft

Entry-Payment Request Center – Invoice Details tab

Payment Request

Summary Information Supplier Information Invoice Details Review and Submit

Invoice Details - Step 3 of 4

Business Unit Request ID: EMP01 Invoice Number: 06062022 Entered By: JANNETTE FIGUEROA Entered Date/Time: 06/06/2022 2:50PM

Click Add Lines

Pop up: Add a New Line

Add Lines

Line	Description	Quantity	Unit	Unit Price	*Line Amount
1	<input type="text"/>				

Accounting Details

Line	Quantity	*Amount	*GL Business Unit	Account	Department	Fund Code	Operating Unit	Product
1	<input type="text"/>	0.00	<input type="text"/> COF01	<input type="text"/>				

OK Cancel

Scroll to the right to continue

PC Business Unit Project Activity Source Type

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

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

Click **Ok > Next**

Employee Reimbursement PeopleSoft

Entry-Payment Request Center

Review and Submit Tab

Payment Request Center

Payment Request

Summary Information Supplier Information Invoice Details Review and Submit

Exit Save for Later Previous

Review and Submit - Step 4 of 4

Business Unit: EMP01 Invoice Number: 06062022 Entered By: JANNETTE FIGUEROA
 Request ID Invoice Date: 06/06/2022 Entered Datetime: 06/06/2022 2:59PM

Description: Car fare to meeting at Corp Office 06012022
 Supplier: FIGUEROA, JANNETTE
 Total Amount: 25.00 USD
 Request Status: New

Click the "Review" button to review the detailed request.
 Click the "Submit" button to submit your request.

Review Submit

Exit Save for Later Previous

Review and Submit for approval

Employee Reimbursement PeopleSoft Entry-Payment Request Center – additional information



Requests									
Request ID	Entered Date/Time	Invoice Number	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit
0000083766	07/16/2021 1:06PM	test_bpo_emp	REDDJANNETTE	REDDJANNETTE	Emp Reim FPO Test -New Supplier	1.00	USD	Voucherized	EMP01
0000085334	08/24/2021 9:20AM	081921	000005139	FIGUEROA,JANNETTE	Car fare to meeting at Corp Office 081921	12.00	USD	New	EMP01
0000082826	06/23/2021 2:51PM	testing	0000013357	NEW YORK UNIVERSITY SCH OF MED	Affiliation testing	1.00	USD	New	BEL01

Requests									
Request ID	Entered Date/Time	Invoice Number	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit
0000083766	07/16/2021 1:06PM	test_bpo_emp	REDDJANNETTE	REDDJANNETTE	Emp Reim FPO Test -New Supplier	1.00	USD	Voucherized	EMP01
0000085334	08/24/2021 9:20AM	081921	000005139	FIGUEROA,JANNETTE	Car fare to meeting at Corp Office 081921	12.00	USD	New	EMP01
0000082826	06/23/2021 2:51PM	testing	0000013357	NEW YORK UNIVERSITY SCH OF MED	Affiliation testing	1.00	USD	New	BEL01

Requests									
Request ID	Entered Date/Time	Invoice Number	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit
0000083766	07/16/2021 1:06PM	test_bpo_emp	REDDJANNETTE	REDDJANNETTE	Emp Reim FPO Test -New Supplier	1.00	USD	Voucherized	EMP01
0000085334	08/24/2021 9:20AM	081921	000005139	FIGUEROA,JANNETTE	Car fare to meeting at Corp Office 081921	12.00	USD	New	EMP01
0000082826	06/23/2021 2:51PM	testing	0000013357	NEW YORK UNIVERSITY SCH OF MED	Affiliation testing	1.00	USD	New	BEL01

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

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

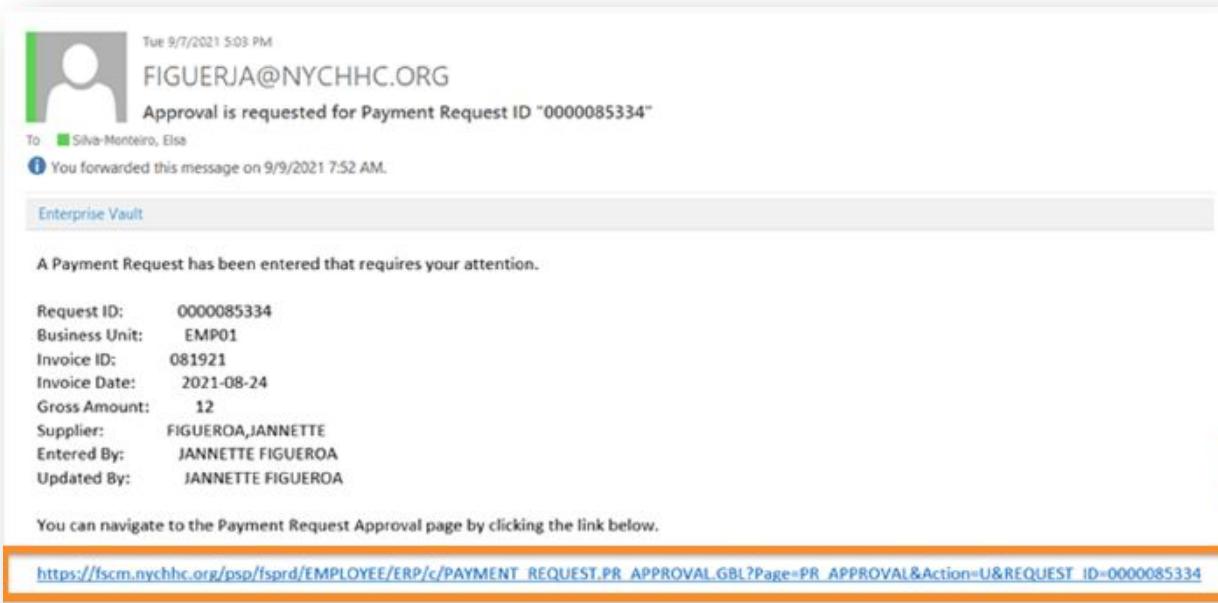


In the comments section, there is another arrow to expand the field; you should be able to see the reason.

Comments

Comments will provide the reason and next steps

Employee Reimbursement PeopleSoft Entry-Approval Process

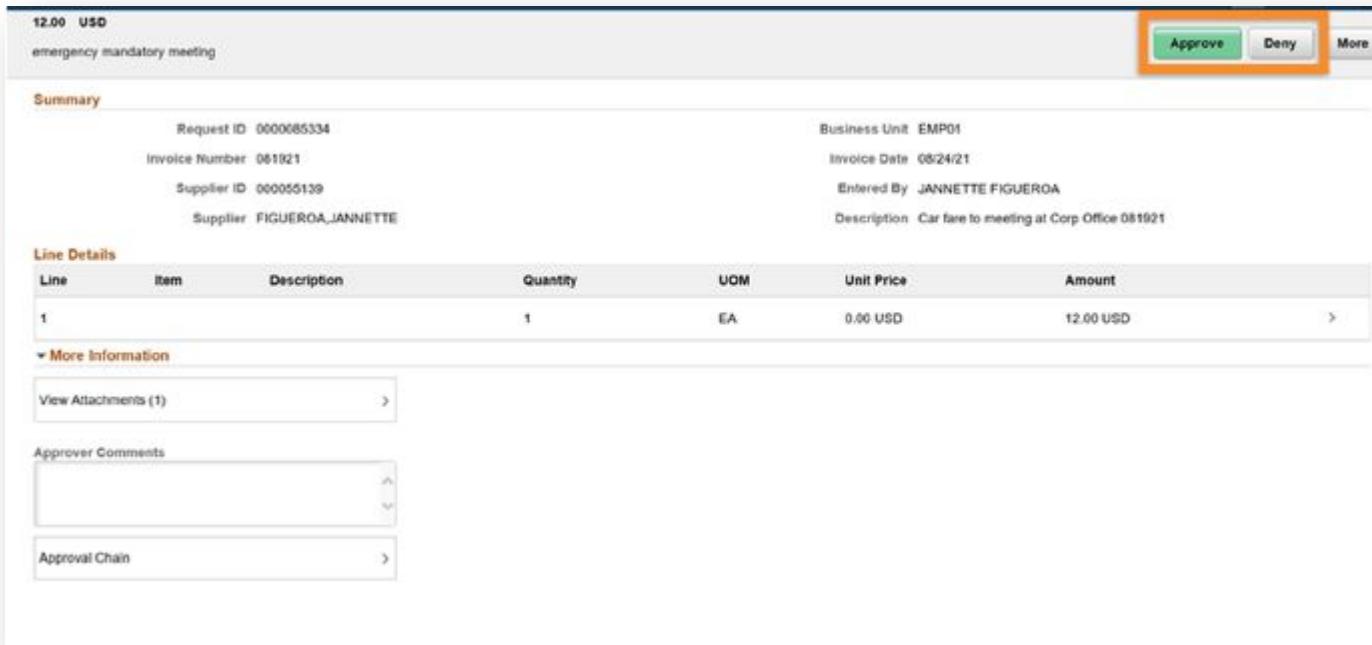


The approval path is already configured in PeopleSoft based on your department cost center.

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: 000068534	Business Unit: EMP01
Invoice Number: 081921	Invoice Date: 08/24/21
Supplier ID: 000055139	Entered By: JANNETTE FIGUEROA
Supplier: FIGUEROA, JANNETTE	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

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

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.