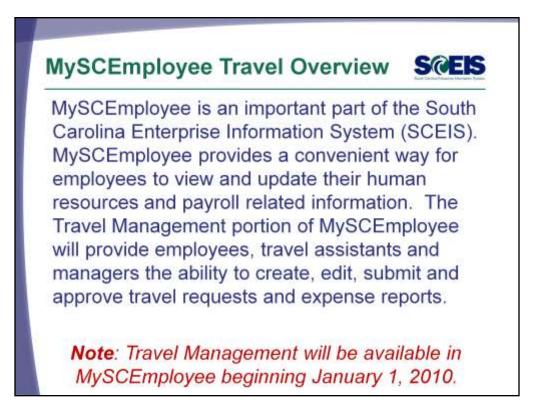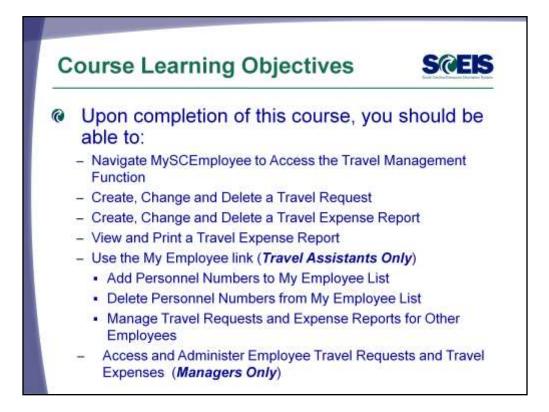Welcome to MySCEmployee Travel Management Overview – TV120

This course is intended to assist participants in understanding the steps involved in creating, modifying, viewing and approving travel requests and claims for travel expenses through the MySCEmployee Website, as well as enable them to perform the associated transactions.

MySCEmployee is an important part of the South Carolina Enterprise Information System (SCEIS). MySCEmployee provides a convenient way for employees to view and updates their human resources and payroll related information. The Travel Management portion of MySCEmployee will provide employees, travel assistants and managers the ability to create, edit, submit and approve travel requests and expense reports.

Note: Travel Management features will be available in MySCEmployee beginning January 1, 2010.

Course Learning Objectives SCEIS

⊚ Upon completion of this course, you should be able to:
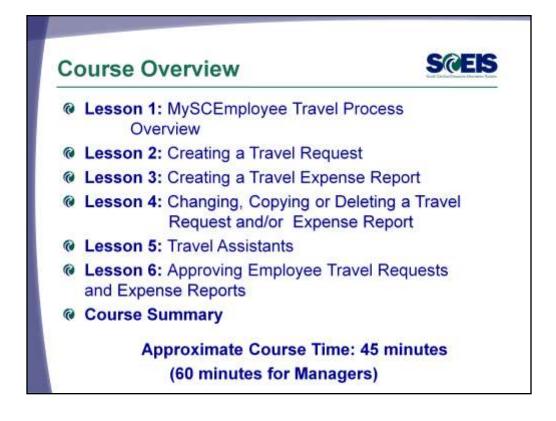- Navigate MySCEmployee to Access the Travel Management Function
- Create, Change and Delete a Travel Request
- Create, Change and Delete a Travel Expense Report
- View and Print a Travel Expense Report
- Use the My Employee link (*Travel Assistants Only*)
  ▪ Add Personnel Numbers to My Employee List
  ▪ Delete Personnel Numbers from My Employee List
  ▪ Manage Travel Requests and Expense Reports for Other Employees
- Access and Administer Employee Travel Requests and Travel Expenses (*Managers Only*)

Upon completion of this course, you should be able to:
•Navigate MySCEmployee to Access the Travel Management Function
•Create, Change and Delete a Travel Request
•Create, Change and Delete a Travel Expense Report
•View and Print a Travel Expense Report
•Use the My Employee link (Travel Assistants Only)
      •Add Personnel Numbers to My Employee List
      •Delete Personnel Numbers from My Employee List
      •Manage Travel Requests and Expense Reports for Other Employees
•Access and administer employee travel requests and travel expenses (Managers Only)

This course is divided into six (lessons)
Lesson 1: MySCEmployee Travel Process Overview
Lesson 2: Creating a Travel Request
Lesson 3: Creating a Travel Expense Report
Lesson 4: Changing, Copying or Deleting a Travel Request and/or an Expense Report
Lesson 5: Travel Assistants
Lesson 6: Approving Employee Travel Requests and Expense Reports
•Course Summary

Your role will define which lessons you should review in this course. Completing the entire course will take approximate 45 Minutes.

Course Assignments

SCEIS

Role	Definition	Lessons
Employee	An employee traveling on official State business.	Lessons 1-4
Travel Assistant	An employee who has permission to enter, edit or submit travel requests and/or expense reports on behalf of another employee traveling on official State business.	Lessons 1-5
Manager	A manager or supervisors with approval responsibilities for an employee traveling on official State business or an employee submitting expenses for reimbursement.	All Lessons

Note: Each role should complete the Course Summary as well.
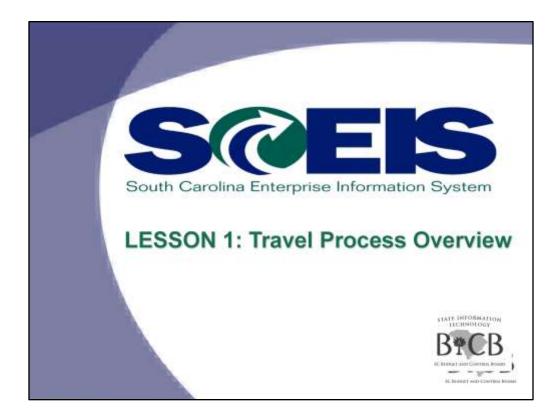
The table defines which lessons of the course should be completed based on your specific role.

Employees traveling on official State business, at any time, should complete lessons one through four and the course summary.
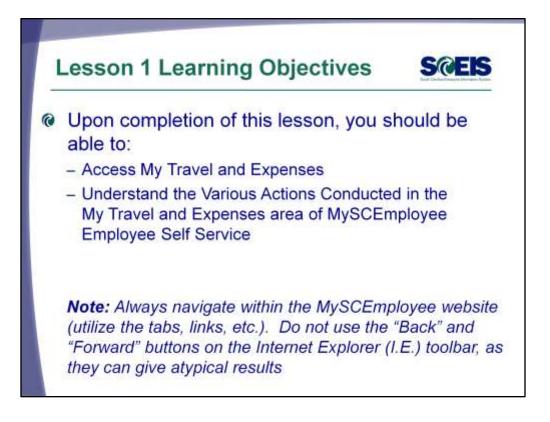
Travel Assistants, individuals entering, editing or submitting travel requests or expense reports on behalf of another employee, should complete lessons one through five and the course summary.

Manager and **Supervisors** with approval responsibilities for an employee traveling on official State business or submitting claims for expense reimbursement should complete all lessons, including the course summary, in this course.

LESSON 1: Travel Process Overview

Lesson 1 – Learning Objectives
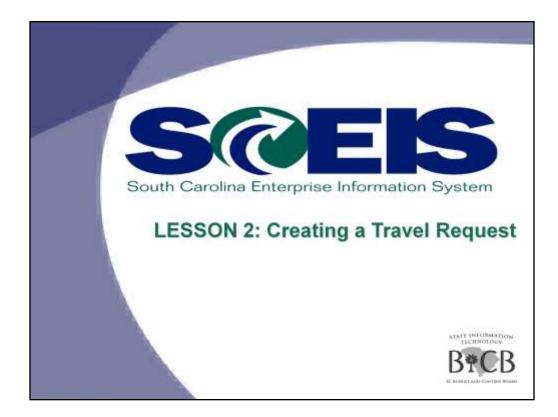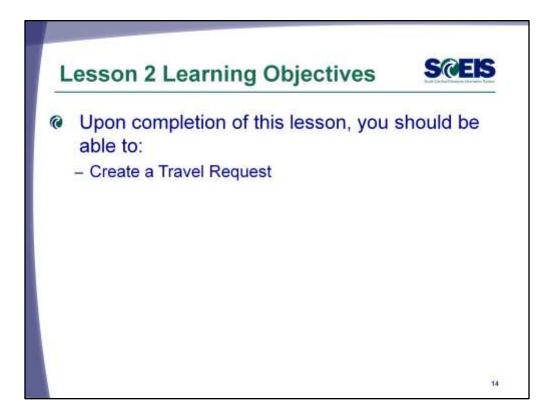Upon completion of this lesson, you should be able to:
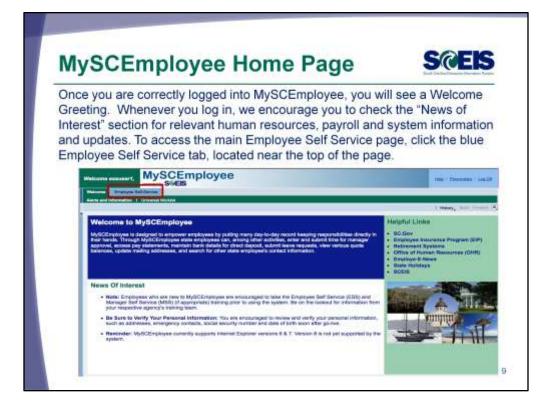
Access My Travel and Expenses
Understand the Various Actions Conducted in the My Travel and Expenses area of
MySCEmployee Employee Self Service

Note: Always navigate within MySCEmployee (utilize the tabs, links, etc.). Do not use the "Back" and "Forward" buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

To access the MySCEmployee website:

1. Using your web browser (e.g. Internet Explorer) type https://myscemployee.sc.gov
2. Enter your User ID and Password, which will be provided prior to your agency's go-live date, in the areas indicated.
3. Click the Log On button to be directed to the MySCEmployee Home Page
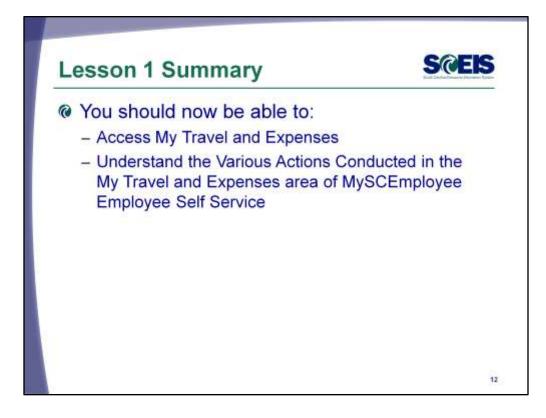
Once you are correctly logged into MySCEmployee, you will see a Welcome Greeting in the upper left-hand corner of the page. Whenever you log in, we encourage you to check the "News of Interest" section for relevant human resources, payroll and system information and updates. To access the main Employee Self Service page, click the blue Employee Self Service tab, located near the top of the page.

From the ESS overview page, an employee perform many of your own human resources and payroll related administrative activities. To access **My Travel and Expenses** functions, click "My Travel and Expenses" from either the submenu or from the main body of the page.

My Travel and Expenses

From the **My Travel and Expenses** overview page, employees can create, edit or delete a travel request and/or an expense report. Additionally an administrator, through the My Employees link, will be able to perform the same actions for select employees. Employees will also be able to access links to Comptroller General and the Budget Control Board's travel regulations, the U.S. General Services Administration, as well as view alerts and unlock their personnel number, if required.

Lesson 1 Summary
You should now be able to:
•Access My Travel and Expenses
•Understand the Various Actions Conducted in the My Travel and Expenses area of
MySCEmployee Employee Self Service

LESSON 2: Creating a Travel Request

Lesson 2 Learning Objectives
Upon completion of this lesson, you should be able to:
        Create a Travel Request

To create a travel request, from the **My Travel and Expenses** overview page, select the
Create Travel Request link.

Similar to other transactions within the MySCEmployee, at the top of **Create Travel Request** page there is a progress chart that walks employees through each step of travel request process. The first step, **General Data**, requires specific information, such as Start Date, End Date, Start Time, End Time, Country/Region, Destination, Additional Destinations (if applicable), Activity, Reason, Estimated Costs, Advances (if applicable) and Cost Assignment Changes (if applicable). Once the required information is submitted, the next step is to click the Review button on the bottom of the page. Note: Each page allows you to Save Draft. You should use the save draft function frequently to avoid losing any work.

Notice the Calendar of Trips button toward the top of the page. This link, when clicked, brings up a calendar, which displays other travel requests, and allows you to select travel Start and End Dates inside the calendar.

The calendar shows existing travel requests in red and existing expense reports in yellow. You can also use the calendar to populate trip start and end dates. To do this, press the shift key on your keyboard and click the Start Date field, then click the corresponding start date in the calendar. Perform the same action for the trip's scheduled End Date. You can also manually enter trip start and end dates. Once the appropriate dates are entered, fill in the fields below the Start Date and End Date area.

After entering the trip start and end dates, enter information as required in the other fields.
Specifically:
- Start Time
- End Time
- County/Region
- Destination
- Additional Destinations
- Activity
- Reason
- Estimated Cost
- Comment (if necessary)
- Advance (If received)
- Change Cost Assignment (if necessary)

Note: The next slides show how to Enter Additional Destinations, Enter Advances and Change a Cost Assignment. All of which will not likely be used on a regular basis.

Click the Enter Additional Destinations button and add required information.

The Additional Destination row is highlighted in yellow. Select the appropriate activity in the Activity field. In the example, Client Services was selected as the activity. You will now have the option of accepting the changes by clicking the Accept button, or if you need to add an additional location, select the Accept and New Entry link. If the information entered is correct, click the Accept button at the bottom of the page.

Click the words "Additional Destination" in the table to display a calendar. Select the date, trip start time, destination and country. Once the additional destination information is added, click the Accept button at the bottom of the page.

If a cash advance for the trip is required and meets state regulations click the Enter Advances button.

Note: The Comptroller General requires that the form "Request for Official Travel Cash Advance" be submitted along with the request. Therefore, this form must be completed and imaged as documentation for an advance.
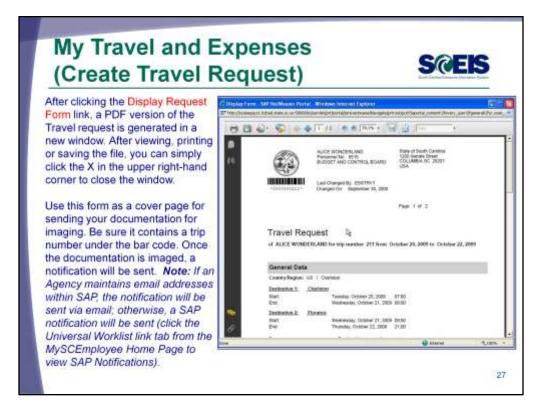
Enter the amount requested in advance in the Amount field. Note: This amount must match the amount that was submitted on the Request for Official Travel Cash Advance form. If the information entered is correct, click the Accept button at the bottom of the page.

At this point in the travel request process, you are encouraged to use the Save Draft button to save your work to this point. If you are prepared to continue, click the Review button located at the bottom of the page.

With all required information entered, you are now on step 2 of the Create Travel Request process. If you are not ready to submit the request for approval, or if you have documentation that needs to be imaged along with the request, click the button beside the Save button. If the request is complete, click the button beside the Save and Send for Approval button. If you have entered all required information, you can display request form by clicking the Display Request Form link.

My Travel and Expenses (Create Travel Request)

After clicking the Display Request Form link, a PDF version of the Travel request is generated in a new window. After viewing, printing or saving the file, you can simply click the X in the upper right-hand corner to close the window.

Use this form as a cover page for sending your documentation for imaging. Be sure it contains a trip number under the bar code. Once the documentation is imaged, a notification will be sent. *Note: If an Agency maintains email addresses within SAP, the notification will be sent via email; otherwise, a SAP notification will be sent (click the Universal Worklist link tab from the MySCEmployee Home Page to view SAP Notifications).*

After clicking the Display Request Form link, a PDF version of the Travel request is generated in a new window. After viewing, printing or saving the file, you can simply click the X in the upper right-hand corner to close the window.

Use this form as a cover page for sending your documentation for imaging. Be sure it contains a trip number under the bar code. Once the documentation is imaged, a notification will be sent. *Note: If an Agency maintains email addresses within SAP, the notification will be sent via email; otherwise, a SAP notification will be sent (click the Universal Worklist link tab from the MySCEmployee Home Page to view SAP Notifications).*

In the example below, we are treating the request as if it is ready to Save and Send for Approval. To submit the request, click the Save and Send for Approval button on the bottom of the page.
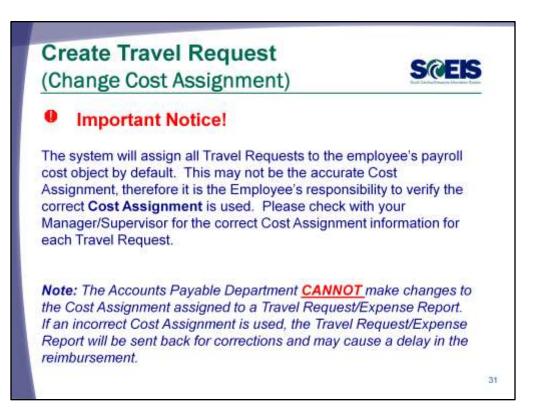
Step 3, completed, indicates that the request has been submitted to your manager for approval. Click the Exit button to close the travel request.

The **Cost Assignment**, for a Travel Request or Expense Report, is a combination of various cost objects including the designated Cost Center, WBS Element (if applicable), Fund Center, Fund, Functional Area and Grant (if applicable).

By default, travel related expenses will be charged to the same Cost Assignment used for the Employee's Payroll. If necessary, employees are authorized to change the Cost Assignment using different cost objects (i.e. Cost Center, Fund, or Grant) for **YOUR AGENCY ONLY**. Only designated individuals in an Agency will have authorization to process expenses of employees of other Agencies, when the employee travels on behalf of their agency.
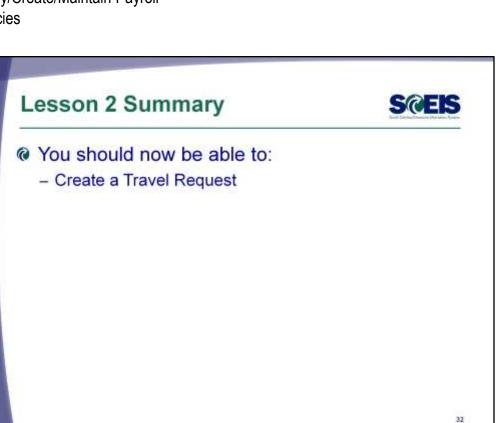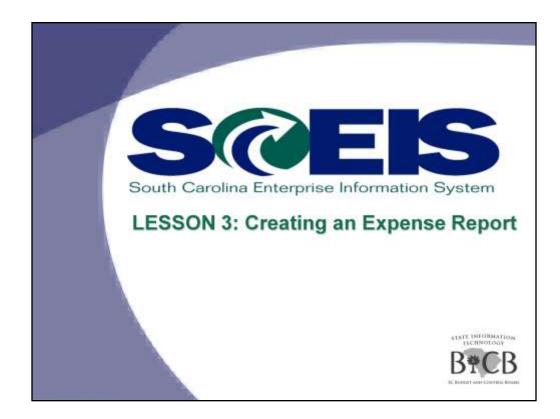
Create Travel Request
(Change Cost Assignment)

SCEIS
South Carolina Enterprise Information System

🛑 **Important Notice!**

The system will assign all Travel Requests to the employee's payroll cost object by default. This may not be the accurate Cost Assignment, therefore it is the Employee's responsibility to verify the correct **Cost Assignment** is used. Please check with your Manager/Supervisor for the correct Cost Assignment information for each Travel Request.

Note: *The Accounts Payable Department **CANNOT** make changes to the Cost Assignment assigned to a Travel Request/Expense Report. If an incorrect Cost Assignment is used, the Travel Request/Expense Report will be sent back for corrections and may cause a delay in the reimbursement.*

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Important Notice!

The system will assign all Travel Requests to the employee's payroll cost object by default. This may not be the accurate Cost Assignment, therefore it is the Employee's responsibility to verify the correct **Cost Assignment** is used. Please check with your Manager/Supervisor for the correct Cost Assignment information for each Travel Request.

***Note:** The Accounts Payable Department **CANNOT** make changes to the Cost Assignment assigned to a Travel Request/Expense Report. If an incorrect Cost Assignment is used, the Travel Request/Expense Report will be rejected and may cause a delay in the reimbursement. **Note:** The Accounts Payable Department **CANNOT** make changes to the Cost Assignment assigned to a Travel Request/Expense Report. If an incorrect Cost Assignment is used, the Travel*
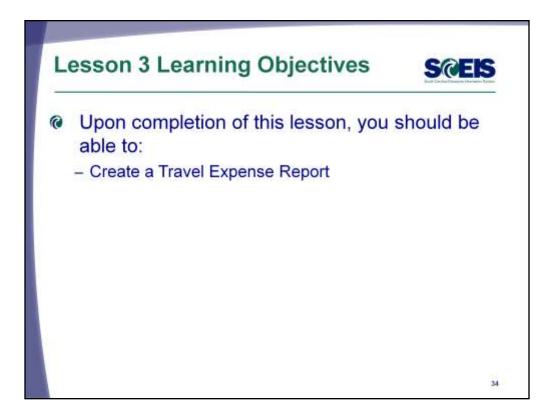
Lesson 2 Summary
You should now be able to:
         Create a Travel Request
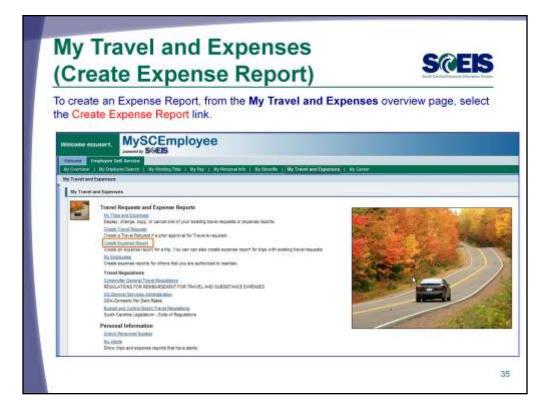
LESSON 3: Create a Travel Expense Report

Lesson 3 Learning Objectives

SCEIS

☞ Upon completion of this lesson, you should be able to:
 – Create a Travel Expense Report

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Lesson 3 Learning Objectives
Upon completion of this lesson, you should be able to:
 Create a Travel Expense Report

To create an expense report, from the **My Travel and Expenses** overview page, select the
Create Expense Report link.
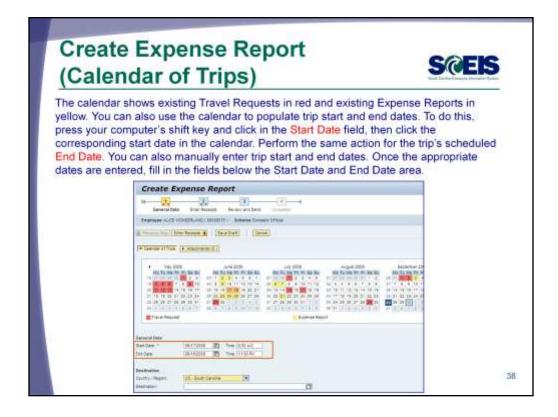
When creating an expense report from a previously approved Travel Request, select the appropriate line in the table corresponding to the Travel Request. The table displays all past-dated Travel Requests for which no expense report was created. If a travel request is selected, most of the fields required to create an Expense Report will be pre-populated. The steps that follow would be used if a Travel Request was never submitted. To begin creating an expense report, select the appropriate Schema (select **Domestic Official** for trips within the U.S., Canada and Puerto Rico; and select **International Official** for other countries) at the bottom of the page, then click the Start button.
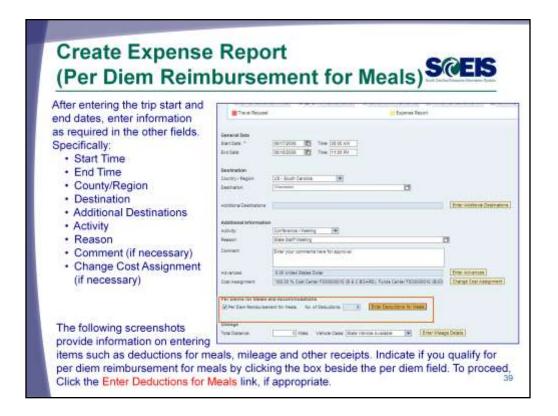
Note: If an expense report is created from a travel request, the expense report will be pre-populated with estimates from the travel request. You will be required to delete the estimates before entering other receipts. The system will generate error messages if this is not done.

Clicking the start button on the previous screen brings up a new screen with a progress chart that walks employees through each step of creating an expense report. The first step, **General Data**, requires entering the same type of information required when creating a travel request. However, the process for creating an expense reports requires additional information, such as per diem reimbursement, mode of travel (state vehicle vs. personal vehicle and the recording of receipts. To continue the process of creating an expense report, you are encouraged to click the Calendar of Trips button toward the top of the page. This link, when clicked, brings up a calendar, which displays other travel requests, and allows you to select travel Start and End Dates inside the calendar.
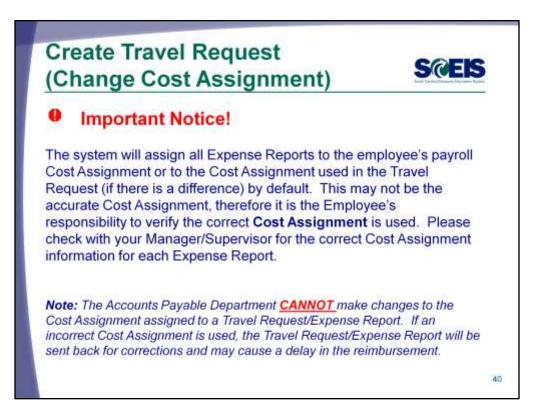
The calendar interface shows existing travel requests in red and existing expense reports in yellow. You can also use the calendar to populate trip start and end dates. To do this, push your computer's shift key and click in the Start Date field, then click the corresponding start date in the calendar. Perform the same action for the trip's scheduled End Date. You can also manually enter trip start and end dates. Once the appropriate dates are entered, fill in the fields below the Start Date and End Date area.

After entering the trip start and end dates, enter information as required in the other fields. Specifically:

- Start Time
- End Time
- County/Region
- Destination
- Additional Destinations
- Activity
- Reason
- Estimated Cost
- Comment (if necessary)
- Advance (If received)
- Change Cost Assignment (if necessary)

The following screenshots provide information on entering items such as deductions for meals, mileage and other receipts. Indicate if you qualify for per deim reimbursement for meals by clicking the box beside the per deim field. To proceed, Click the Enter Deductions for Meals link, if appropriate.

Create Travel Request (Change Cost Assignment)

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❗ **Important Notice!**

The system will assign all Expense Reports to the employee's payroll Cost Assignment or to the Cost Assignment used in the Travel Request (if there is a difference) by default. This may not be the accurate Cost Assignment, therefore it is the Employee's responsibility to verify the correct **Cost Assignment** is used. Please check with your Manager/Supervisor for the correct Cost Assignment information for each Expense Report.

*Note: The Accounts Payable Department **CANNOT** make changes to the Cost Assignment assigned to a Travel Request/Expense Report. If an incorrect Cost Assignment is used, the Travel Request/Expense Report will be sent back for corrections and may cause a delay in the reimbursement.*

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Important Notice!

The system will assign all Travel Requests to the employee's payroll cost object by default. This may not be the accurate Cost Assignment, therefore it is the Employee's responsibility to verify the correct **Cost Assignment** is used. Please check with your Manager/Supervisor for the correct Cost Assignment information for each Travel Request.

*Note: The Accounts Payable Department **CANNOT** make changes to the Cost Assignment assigned to a Travel Request/Expense Report. If an incorrect Cost Assignment is used, the Travel Request/Expense Report will be sent back for corrections and may cause a delay in the reimbursement.*

By selecting the Per Diem Reimbursement for Meals box, meals will be computed automatically by the system based on the start and end dates and times entered for the trip. Country/Region selected will determine the rates for both in-state and out-of-state travel. You can use deductions button if specific meals have been provided for which you will not be reimbursed. Once entered, click the Accept button.

The Comptroller General requires that mileage be entered detailing mileage to the
city/town, vicinity miles and return miles for each day traveled. To get started entering
mileage, first indicate total distance travelled in the appropriate field. information for
mileage reimbursements.

To request reimbursement for other types of expenses, click the Enter Receipts button on the bottom of the page.

The Comptroller General requires that each expense be broken down and listed by each day it was incurred. Add as many entries as necessary by clicking the New Entry button, and selecting the appropriate expense type from the dropdown menu. Once entered, click the Accept button.

If the expense report is not ready for submission because supporting documentation is required to be imaged, you should print the report by clicking the Display Expense Form button prior to saving the document. Attach any required documents (e.g. receipts) to the printed report and send to the person designated by your agency to perform imaging activities. Until the imaging is completed, you should only use the **Save** button.
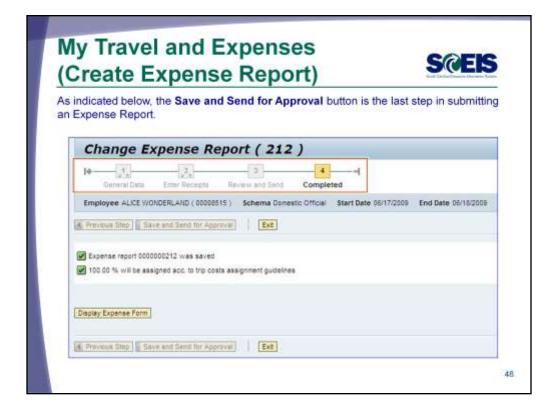
After clicking the Display Expense Form link, a PDF version of the Travel Report is generated in a new window. After viewing, printing or saving the file, you can simply click the X in the upper right-hand corner to close the window.

Once all items have been imaged, if appropriate, then should you use the **Save and Send for Approval** button.

Note: Once the documentation is imaged, a notification will be sent.
If an Agency maintains email addresses within SAP, the notification will be sent via email; otherwise, a SAP notification will be sent (click the Universal Worklist link tab from the MySCEmployee Home Page to view SAP Notifications).
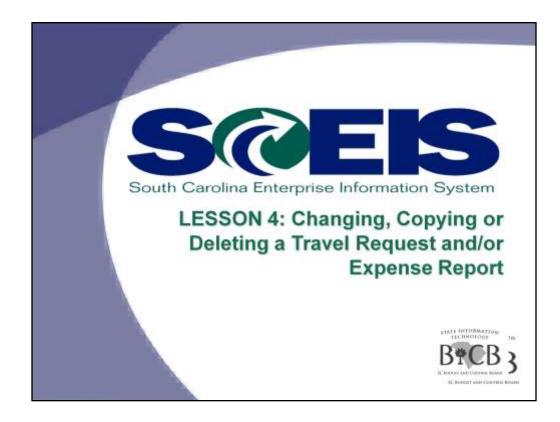
As indicated below, the **Save and Send for Approval** button is the last step in submitting an Expense Report.
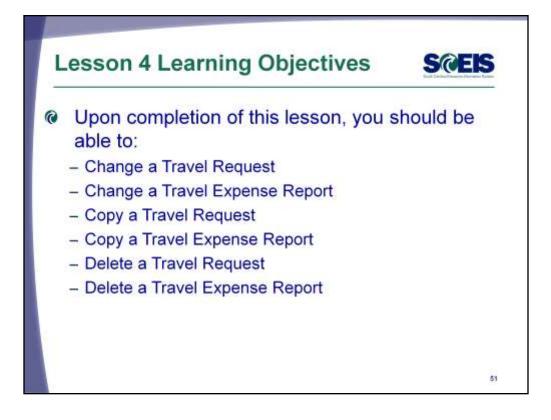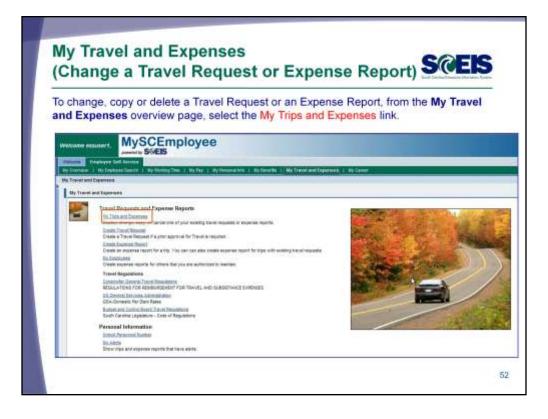
Lesson 3 Summary
You should now be able to:
        Create a Travel Expense Report

LESSON 4: Change, Copy or Delete a Travel Request and/or an Expense Report

Lesson 4 Learning Objectives

Upon completion of this lesson, you should be able to:

Change a Travel Request

Change a Travel Expense Report

Copy a Travel Request

Copy a Travel Expense Report

Delete a Travel Request

Delete a Travel Expense Report

To create an Expense Report, from the **My Travel and Expenses** overview page, select the Create Expense Report link.

From the **My Trips and Expenses** page, click the All My Travel Requests tab to view a list of Travel Requests. Select the Travel Request you want to Change, by clicking the square in the far left-hand column that corresponds to the appropriate Travel Request.

After clicking the Change button on the previous screen, you will see the details of the Travel Request, which allows you to process any changes the same way as you process a new request.

If you CHANGE a Travel Request currently in the approval process, it will TERMINATE the approval process. A change constitutes clicking the **Save Draft** button from any screen, or from clicking the **Save** or **Save and Submit** buttons located on the final screen.

To avoid terminating an approval process, use the Cancel button to return to the main screen.

To Copy a Travel Request, from the **My Trips and Expenses** page, click the All My Travel Requests tab to view a list of Travel Requests. Select the Travel Request you want to Copy, by clicking the square in the far left-hand column that corresponds to the appropriate Travel Request. Then click the Copy button.

My Travel and Expenses (Copy a Travel Request)

After clicking the Copy button on the previous screen, you will see high-level information regarding the request you want to copy. Select a New Start Date and click the Start button to process the new request.

Copy Travel Request

Employee ALICE WONDERLAND (00008515)

[Start]   [Cancel]

Copy From

Personnel No.: *   00008515

Trip Number: *   0000000164

Information

Start Date: 09/02/2009   End Date: 09/02/2009

Country: US - South Carolina

Reason: sec
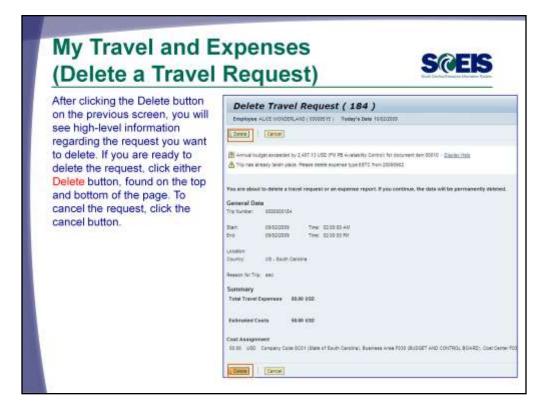
Copy To

New Start Date: *   [   ]

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After clicking the Copy button on the previous screen, you will see high-level information regarding the request you want to copy. Select a New Start Date and click the Start button to process the new request.

After clicking the Start button on the previous screen, you be able to follow the steps outlined earlier for creating a Travel Request, except most of the information will now be pre-populated. To abort the request, click the Cancel button on the top of the page.

To Delete a Travel Request, from the **My Trips and Expenses** page, click the All My Travel Requests tab to view a list of Travel Requests. Select the Travel Request you want to Delete, by clicking the square in the far left-hand column that corresponds to the appropriate Travel Request. Then click the Delete button.

After clicking the Delete button on the previous screen, you will see high-level information regarding the request you want to delete. If you are ready to delete the request, click either Delete button, found on the top and bottom of the page. To cancel the request, click the cancel button.

My Travel and Expenses (Delete a Travel Request)

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After clicking the Delete button on the previous screen, you see a confirmation message explaining that the request has been deleted. Click the Exit button to return the My Trips and Expenses page.

Delete Travel Request (184)

Employee ALICE WONDERLAND (00008515)   Today's Date 10/02/2009

Previous Step   Delete | Exit

✓ Request and expense report of trip number 0000000184 have been deleted

Previous Step   Delete | Exit

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After clicking the Delete button on the previous screen, you see a confirmation message explaining that the request has been deleted. Click the Exit button to return the My Trips and Expenses page.

From the **My Trips and Expenses** page, click the All My Expense Reports tab to view a list of Expense Reports. Select the Expense Report you want to Change, by clicking the square in the far left-hand column that corresponds to the appropriate Travel Request. **Note:** Approved Expense Reports can not be changed.

After clicking the Change button on the previous screen, you will see the details of the Expense Report, which allows you to process any changes the same way as you would when creating a new report.

If you CHANGE an Expense Report currently in the approval process, it will TERMINATE the approval process. A change constitutes clicking the **Save Draft** button from any screen, or from clicking the **Save** or **Save and Submit** buttons located on the final screen.

To avoid terminating an approval process, use the Cancel button to return to the main screen

To Copy an Expense Report, from the **My Trips and Expenses** page, click the All My Expense Reports tab to view a list of Expense Reports. Select the Travel Request you want to Copy, by clicking the square in the far left-hand column that corresponds to the appropriate Travel Request. Then click the Copy button.

After clicking the Copy button on the previous screen, you will see high-level information regarding the report you want to copy. Select a New Start Date and click the Start button to process the new report.

After clicking the Start button on the previous screen, you be able to follow the steps outlined earlier for creating an Expense Report, except most of the information will now be pre-populated. To abort the request, click the Cancel button on the top of the page.

To Delete an Expense Report, from the **My Trips and Expenses** page, click the All My Expense Reports tab to view a list of Expense Reports. Select the Expense Report you want to Delete, by clicking the square in the far left-hand column that corresponds to the appropriate report. Then click the Delete button.

After clicking the Delete button on the previous screen, you will see high-level information regarding the report you want to delete. If you are ready to delete the report, click the Delete button, found on the top of the page. To cancel the request, click the cancel button.
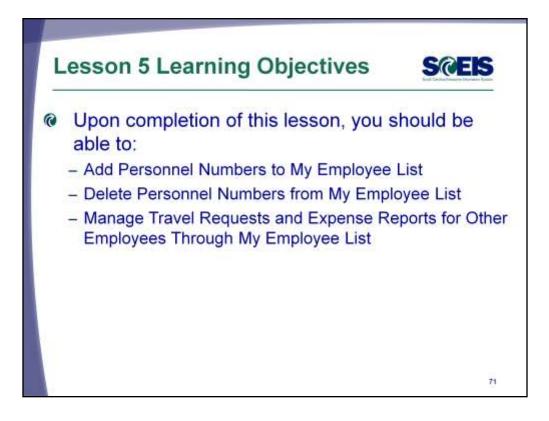
My Travel and Expenses (Delete a Expense Report)

After clicking the Delete button on the previous screen, you see a confirmation message explaining that the report has been deleted. Click the Exit button to return the My Trips and Expenses page.

Delete Expense Report (215)

Employee ALICE WONDERLAND (00008515)   Today's Date 10/02/2009

Previous Step   Delete | Exit

☑ The current version of trip 0000000215 was deleted – Display Help

Previous Step   Delete | Exit

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After clicking the Delete button on the previous screen, you see a confirmation message explaining that the report has been deleted. Click the Exit button to return the My Trips and Expenses page.

Lesson 4 Summary
You should now be able to:
Change a Travel Request
Change a Travel Expense Report
Copy a Travel Request
Copy a Travel Expense Report
Delete a Travel Request
Delete a Travel Expense Report

LESSON 5: Travel Assistants

Lesson 7 Learning Objectives
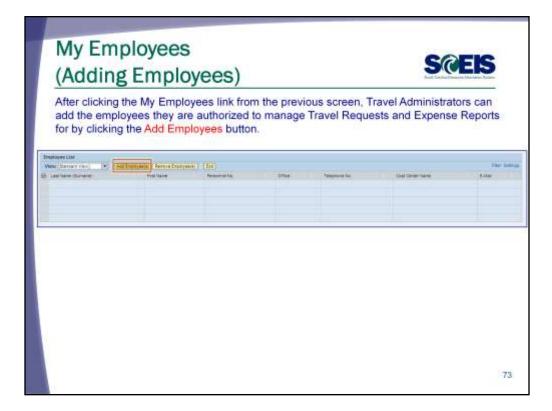Upon completion of this lesson, you should be able to:
- Add Personnel Numbers to My Employee List
- Delete Personnel Numbers from My Employee List
- Manage Travel Requests and Expense Reports for Other Employees Through My Employee List

To manage Travel Requests and Expense Reports for select employees (if you have the proper security role), from the **My Travel and Expenses** overview page, select the My Employees link.

After clicking the My Employees link from the previous screen, travel administrators can add the employees they are authorized to manage Travel Requests and Expense Reports for by clicking the Add Employees button.

My Employees (Adding Employees)

After clicking the Add Employees button on the previous screen, you will see an interface that allows you to enter an employee personnel number of an employee you are authorized to manage Travel Requests and Expense Reports for. If you know the employee's personnel number, enter in the field provided and click the OK button.

Add Employee(s)

Personnel Number: 8536

OK   Cancel

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After clicking the Add Employees button on the previous screen, you will see an interface that allows you to enter an employee personnel number of an employee you are authorized to manage Travel Requests and Expense Reports for. If you know the employee's personnel number, enter in the field provided and click the OK button.
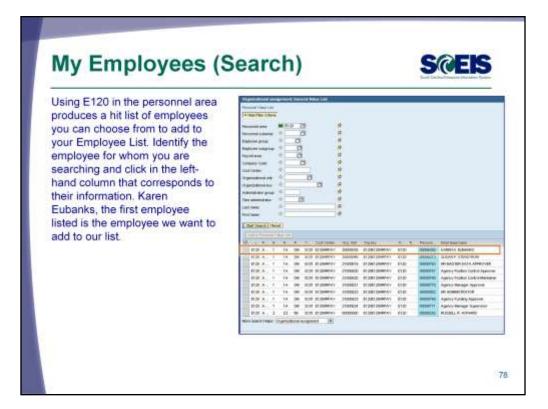
My Employees (Adding Employees)

The personnel number that was entered belongs to Larry Leader, an employee whose travel you are authorized to manage. You know this because Larry's name appeared in your Employee List. To add another employee, click the Add Employee button. **Note:** You will only be able to add employees to your Employee List whom you are authorized to manage travel for. If you enter a personnel number for an employee you are not authorized to manage travel for you will receive an error message.
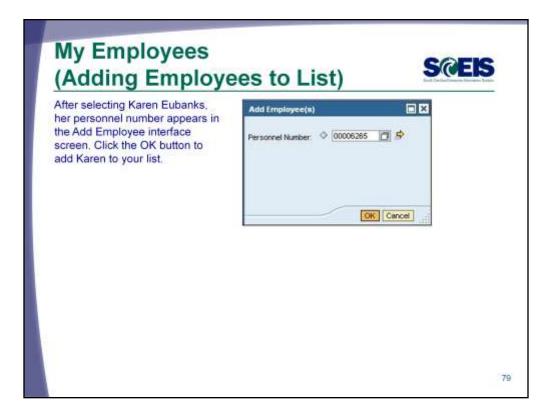
If you do not know an employee's personnel number, you can use the More Search Helps to search by last name – first name, organizational assignment or other criteria by clicking the upside down triangle icon. For the purpose of this example, we would click the icon and choose organizational assignment.

After selecting organizational assignment from the previous screen, you could search from employees by a number of different areas. In this example, we will use E120 for the personnel area and click the Start Search button.
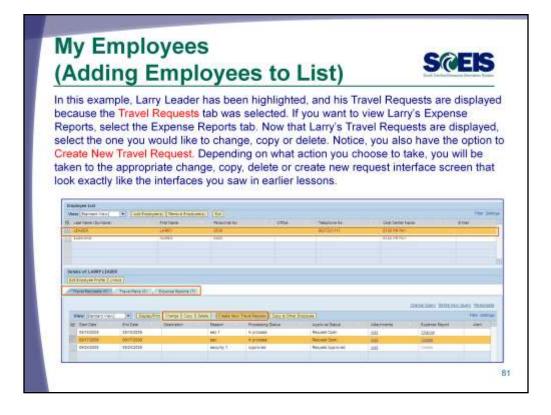
Using E120 in the personnel area produces a hit list of employees you can choose from to add to your Employee List. Identify the employee for whom you are searching and click in the left-hand column that corresponds to their information. Karen Eubanks, the first employee listed is the employee we want to add to our list.

After selecting Karen Eubanks, her personnel number appears in the Add Employee interface screen. Click the OK button to add Karen to your list.
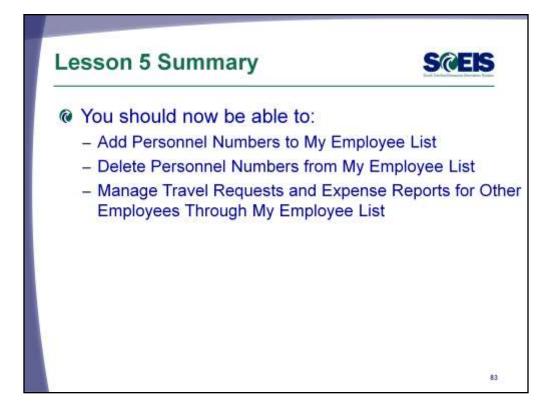
Employees Larry Leader and Karen Eubanks are now included in your Employee List. Click the box in the far left-hand corner that corresponds to the employee you want to manage travel for.

In this example, Larry Leader has been highlighted, and his Travel Requests are displayed because the Travel Requests tab was selected. If you want to view Larry's Expense Reports, select the Expense Reports tab. Now that Larry's Travel Requests are displayed, select the one you would like to change, copy or delete. Notice, you also have the option to Create New Travel Request. Depending on what action you choose to take, you will be taken to the appropriate change, copy, delete or create new request interface screen that look exactly like the interfaces you saw in earlier lessons.

To remove an employee from your Employee List, simply click the box in the far left-hand corner that corresponds to the employee you want remove and click the Remove Employee button.
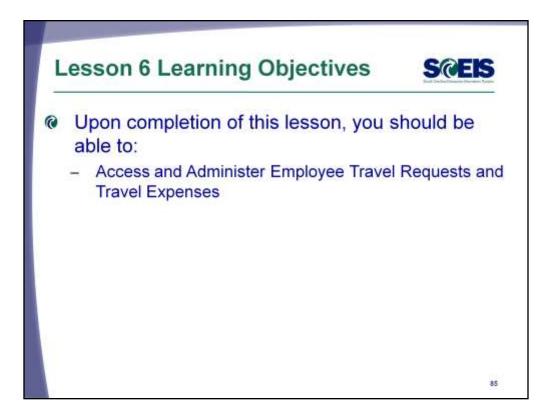
Lesson 5 Summary
You should now be able to:
    Add Personnel Numbers to My Employee List
    Delete Personnel Numbers from My Employee List
    Manage Travel Requests and Expense Reports for Other Employees Through My
    Employee List

LESSON 6: Approve Employee Travel Requests

Lesson 6 Learning Objectives
Upon completion of this lesson, you should be able to:
Access and administer employee Travel Requests and travel expenses

When an employee submits Travel Requests or Expense Reports through Employee Self Service, their request is sent to Manager Self Service for approval. The process for approving employee Travel Requests and Expense Reports is the same. To begin click on the employee's request for approval from the Tasks tab on the Universal Worklist (Manager Self Service home page). *__Note: The ability to use MySCEmployee to enter, edit and approve travel and Expense Reports will not be available until January 1, 2010.__*

Travel requests and travel report approvals are displayed in a manager's universal worklist, but unlike leave requests there are workflow rules tied to these items. The approval process for Travel Requests and expenses begins when an employee submits a Travel Request/report. The request will display in the manager's task list for five calendar days from the date it was received. The manager has five days to act upon the request, if not, the request is automatically sent to the next level approver. This approver also has five days to act upon the request. If no action occurs, it will be terminated.

Note: A reminder notification will be sent (via the Notifications tab) to the recipient manager after three calendar days if no action has been taken on the request. To initiate the approval process, the manager should select a request to review by clicking in the far left-hand column beside the corresponding request.

After selecting a request to review, information and optional actions will display on the bottom half of the page.

You will want to click the Display Form button to review a PDF of the request.
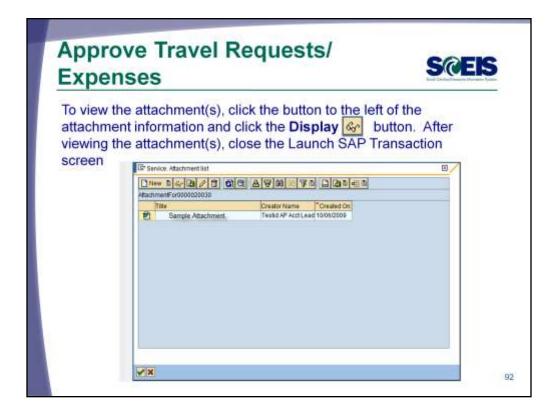
After clicking the Display Form link from the previous screen, you can review the Travel Request, including the Cost Assignment to which the Expense Report is charged.

Note: It is important to verify the correct Cost Assignment is used. The Accounts Payable Department **CANNOT** make changes to the Cost Assignment assigned to an Expense Report. If an incorrect Cost Assignment is used, the Expense Report will be sent for corrections and may cause a delay in the reimbursement.

Approve Travel Requests/ Expenses

Next, click the **Employee Trip** link in the **Attachments** section of the screen to view the attachments for the Travel Request/Expense Report.

Approve expense report of BILL BOARDER

Trip Number: 0000000000
Sent: Today by Workflow System
Status: In Progress

Priority: Normal
Due: Oct 11, 2009

Personnel no.: 00098518 Trip no.: 0000000008
Trip begins: 07/24/2009 00:00:00
Trip ends: 07/24/2009 00:01:00
Reason: Security test W5SUSER3
Location:
Country: US - South Carolina
Total costs: USD 54.00
Advance: USD 0.00

Attachments
Type Title
EmployeeTrip: 0000000000

Approve expense report of BILL BOARDER:

Approve expense report | Send expense report back for corrections | Reject expense report
Display Form | Resubmit | Forward | Cancel Assignment

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Click the **Services for Object** button from the upper right portion of the Launch SAP Transaction screen and then select **Attachment list**.
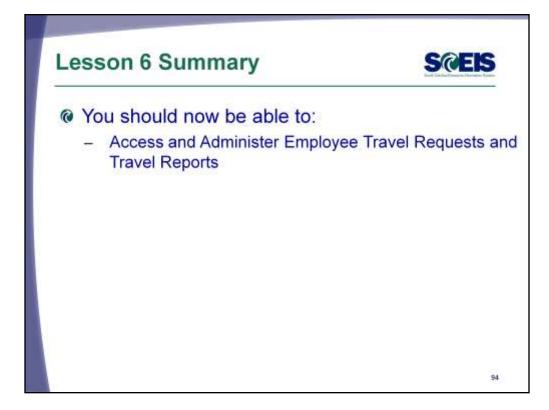
After reviewing the Travel Request/report and the attachments, you can choose to
Approve, Return to the employee for corrections or Reject.
If the decision is to reject or return the request/report to the employee , you MUST enter
the reason(s) in the text box field.
If you Approve the request you do NOT have to enter a reason, and the request will
continue through the normal workflow process.
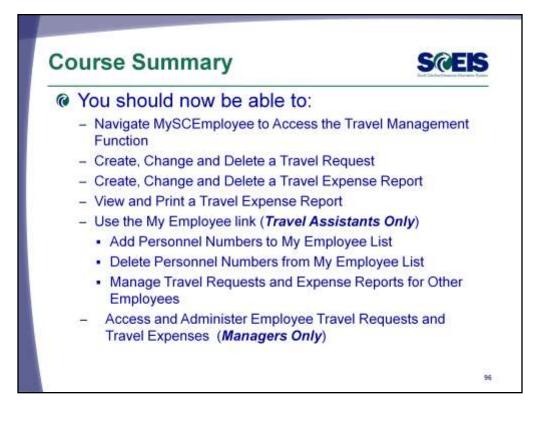
Lesson 6 Summary
You should now be able to:

Access and administer employee Travel Requests and travel reports

COURSE SUMMARY

Course Summary

@ You should now be able to:
- Navigate MySCEmployee to Access the Travel Management Function
- Create, Change and Delete a Travel Request
- Create, Change and Delete a Travel Expense Report
- View and Print a Travel Expense Report
- Use the My Employee link (*Travel Assistants Only*)
  - Add Personnel Numbers to My Employee List
  - Delete Personnel Numbers from My Employee List
  - Manage Travel Requests and Expense Reports for Other Employees
- Access and Administer Employee Travel Requests and Travel Expenses (*Managers Only*)

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You should now be able to:

Navigate MySCEmployee to Access the Travel Management Function
Create, Change and Delete a Travel Request
Create, Change and Delete a Travel Expense Report
View and Print a Travel Expense Report
Use the My Employee link (***Travel Assistants Only***)

Add Personnel Numbers to My Employee List
Delete Personnel Numbers from My Employee List
Manage Travel Requests and Expense Reports for Other Employees

Access and administer employee travel requests and travel expenses (***Managers Only***)

Alert the class that they will not receive a "Complete" mark until they have completed the evaluation referenced on this slide.