

HR Selfservice Expenses

Administrator manual

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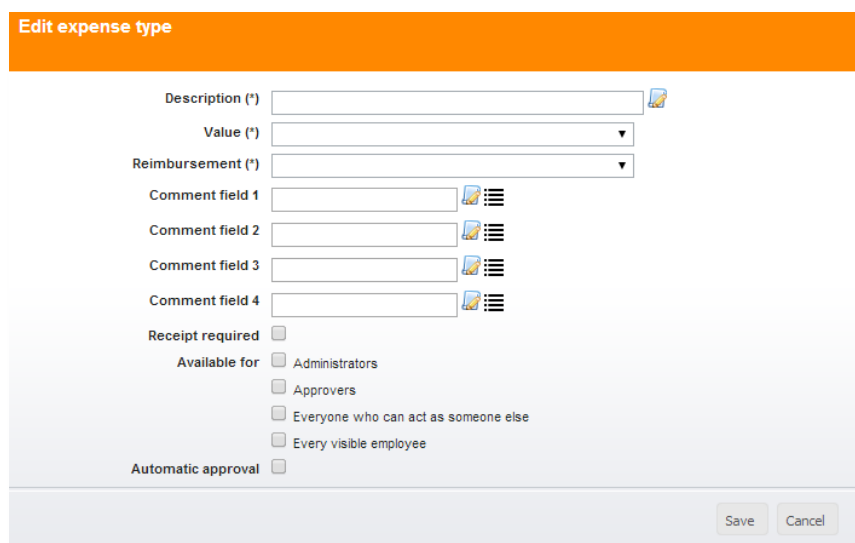
Setting expenses

In HR Self-Service Expenses, you can determine which expenses your employees may apply for. You do this by creating various types of expenses.

Creating a new expense type

- Go to the tab “Organisation”
- Click on “Settings expenses setting”
- Click on the button “New expense type”

The following window appears



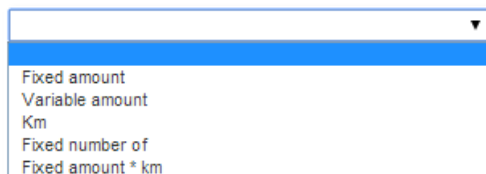
Fill in the fields. Fields marked * are mandatory.

Description

Here you determine the name under which the expense type will appear in the application. Example: “Restaurant expenses”

The  icon allows the description to be entered in different languages.

Value



Here you determine whether it concerns a fixed sum, a variable sum or a number of kilometres.

Fixed sum

When entering this type of expense, no sum should be entered. You determine this in advance, under the expense type in the field “Quantity”.

Practical example: a fixed per diem sum of € 8.64

Variable sum

When submitting this expense type, a sum must be entered by the employee. This is the most common expense type.

Practical example: restaurant expenses, parking, public transport, etc.

Fixed sum x Km

When submitting this expense type, a number of kilometres must be entered. The number of kilometres is multiplied by the pre-determined sum which you have entered in the “Quantity” field. These sums are not indexed automatically.

Practical example: car allowance

Km.

Note: in order to use this expense type, a number of parameters should be set within your wage package. Contact your SD Worx file manager first for this.

When submitting this expense type, a number of kilometres must be entered. The sum to be reimbursed is automatically calculated in Payroll, using the most recent, official travel allowance sums and which are indexed automatically. This option only works if you select payment via the payslip.

Practical example: travel allowance

Fixed quantity

Note: in order to use this expense type, a number of parameters should be set within your wage package. Contact your SD Worx file manager first for this.

When submitting this expense type, no sum or quantity should be entered. This expense type ensures that a specific value, previously set by you, is issued with a specific pay code selected by you. The wage package provides the calculation of the sum to be reimbursed.

Practical example: this option is only used for very specific applications.

Quantity/number

Number (*)

Depending on your selection in the “Value” field, here you can indicate

- the value of the fixed sum
- the sum per kilometre
- or a fixed quantity.

opgeven.

Reimbursement

For each expense type, you can choose whether to pay this out via the payslip (Payroll) or direct (bookkeeping).

Paying out via the payslip

Reimbursement (*)	Pay slip ▼
Pay code (*)	3300 (terugbetaalde kosten ernstige normen/bewijsstuk ▼)

If you opt to pay out via the payslip, you will be asked to select the appropriate pay code. The pay codes 3300 to 3349 are generally used for reimbursed expenses. If in doubt, contact your SD Worx Payroll consultant.

Direct payment.



Reimbursement (*) Directly
General ledger account (*) 60250

If you opt for direct payment, you will be asked to provide a ledger account under which these expenses will be booked. Your bookkeeper can help you with this.

Comments field

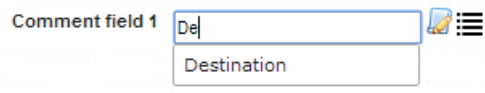
Via the comments fields you can ensure that additional information is entered when this expense type is submitted. You determine what additional information should be entered.

Up to four comments fields can be provided.

Name of the comments field

Enter the name of the comments field (for the additional information that has to be given) in the field provided for this.

If you want to use a comments field that is already in use for a different expense type, type the first letters of the name of this field and the application will propose the fields already in use.

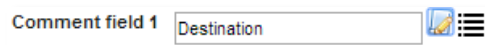


Comment field 1 De
Destination

Free field

Free text can be entered in a free menu field when submitting expenses.

A comments field is set as follows ...



Comment field 1 Destination

...appears when submitting expenses as follows:

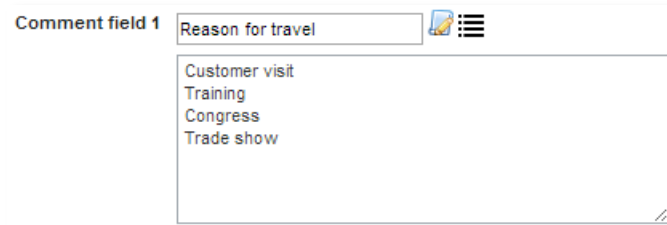


Destination

Menu

However you can also opt for a predetermined menu.

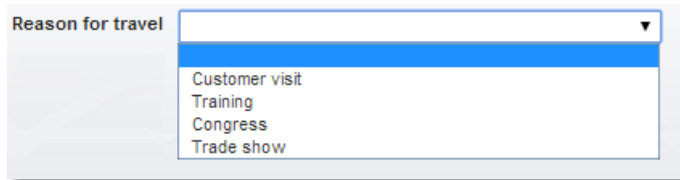
For this, click on the ☰-icon and enter the list of options.



Comment field 1 Reason for travel
Customer visit
Training
Congress
Trade show

Close the menu by clicking again on the ☰ icon.

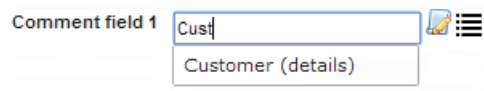
A comments field set as above appears when submitting the expense as follows:



If you amend the menu, it will be amended for every expense type that uses this menu.

To remove a comments field, simply delete the name of the comments field.

Comments fields already in use that are provided with a menu are indicated with “(details)” next to the name of the field.



Receipt required

Tick this if a receipt has to be added when the expenses are submitted.


Available for

Select the role the submitter must have in order to submit this expense type.

Automatic approval


Tick this if the expense type does not require explicit approval. Approval will generally be required. However, if you have made an expense type available to an administrator only, you could opt to have this approved automatically.

Modifying an expense type

- Go to the “Company” tab
- Click on “Settings expenses”
- Click on the  icon
- Modify the details.
- Click on “Save”


Removing an expense type

An expense type can only be removed if it is not in use (i.e. no expenses of this type are submitted).

- Go to the “Company” tab
- Click on “Settings expenses”
- Click on the  icon

If you want to discontinue the availability of an active expense type:

- Go to the “Company” tab
- Click on “Settings expenses”

- Click on the  icon
- In the field “Available to” tick only “Administrators”.
As an administrator you will still see this expense type. However, your staff will no longer be able to request this.
- Click on “Save”

Reimbursing expenses

Via the payslip

Synchronisation

- Click on “Synchronisation”.
- Select “Retreive Payroll data and send calendar data”
- Go through the various steps.
- Go to your “Payroll” application
- Under “Organisation” click on “Import time registration”
- Select “Process”

Note: only expense types that have been defined with payment via the payslip will effectively be forwarded for payment via the payslip.

You will now find the approved expenses for the respective employees under “One-off sums”.

Direct/via the bookkeeping

- Go to the “Employees” tab
- Select your own name from the list.
- Click on “Expenses to be processed”

Note: only expense types that have been defined with direct payment will be visible here.

The screen now shows you the approved, as yet unpaid, expenses per employee. The account number of each employee is shown next to their name. The ledger number is also provided for each expense to ensure the correct entry.

Select by ticking an expense line and click on “Mark as processed” to remove the expense line from the list.

The total per employee is calculated on the basis of the selected expense lines.