

HR Selfservice Expenses

Manual Employees

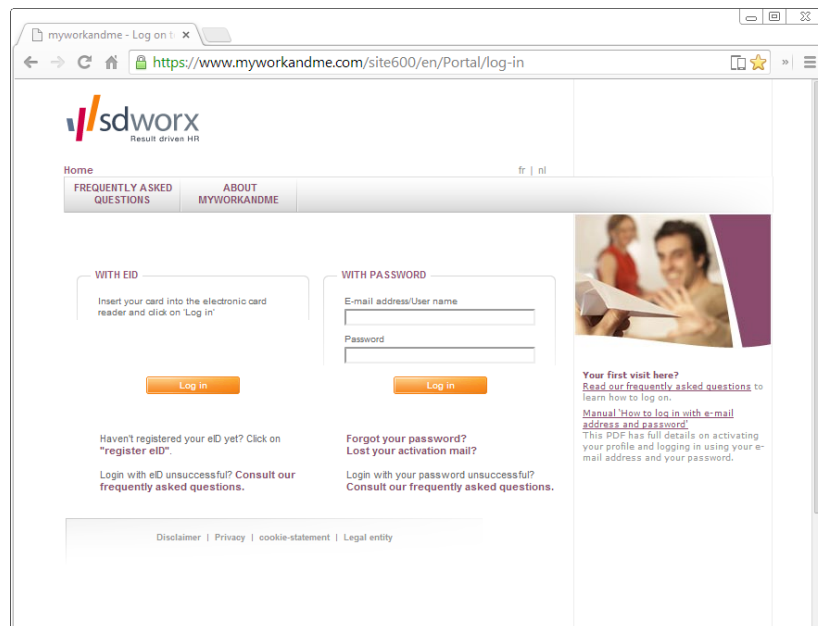
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Logging on

- Go to www.myworkandme.com
- Enter your email address and password and click “**Log in**”
- Under “**Applications**”, choose **Proxy HR Selfservice**

You will have been given this username by you HR department and can be different from the username of you use to log on to your computer.



Forgot password or username?

Forgot your username: your username is typically your email address. Your HR department can check your username in HR Selfservice.
Forgot password: request a new password on www.myworkandme.com

A close-up screenshot of the 'WITH PASSWORD' login form. It shows two text input fields: 'E-mail address/User name' and 'Password'. Below the fields is an orange 'Log in' button.

Forgot your password?
Lost your activation mail?

Change password

- After logging on to MyWorkAndMe, choose “**My Profile**” in the top right-hand corner.
- Choose “**Edit**” and enter your current password and then twice your new password.

Submitting an expense claim.

- In the left hand menu, click “Expense sheet”
- Click “Enter new expenses”.

Enter new expenses Month apr 2014 ▼

Medewerk  West's expense sheet

	Date	Expense type	Amount/number	Details	Status	
<input type="checkbox"/>	28/04/2014	Restaurant	€ 36,00	 Soort maaltijd: Lunch, Aantal deelnemers: 2	Approved	—
<input type="checkbox"/>	29/04/2014	Kilometervergoeding eigen wagen	€ 13,15 (38 km)	Reden verplaatsing: Klantbezoek	Requested	—

- Give the **Date** on which the expense was made. The current date is selected by default..

Expenses

Date: 29/04/2014

Expense type: ▼

Amount/number:

Receipt:

◀ april, 2014 ▶

ma	di	wo	do	vr	za	zo
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Today: april 29, 2014

Save Cancel

- Choose the **type of expense** you wish to submit. The available expense types are defined by your employer.

Expenses

Date: 29/04/2014

Expense type: Restaurant ▼

Amount/number:

Soort maaltijd: Restaurant

Aantal deelnemers:

Receipt: Add new attachment Add existing attachment

Save Cancel

- Encode (if necessary) the **Amount** or **Number** of kilometers.

Expenses

Date: 29/04/2014

Expense type: Restaurant

Amount/number: 42 €

Soort maaltijd: [Empty]

Aantal deelnemers: [Empty]

Receipt: Add new attachment
 Add existing attachment

Save Cancel

- Fill out the additional information fields.

Expenses

Date: 29/04/2014

Expense type: Restaurant

Amount/number: 42 €

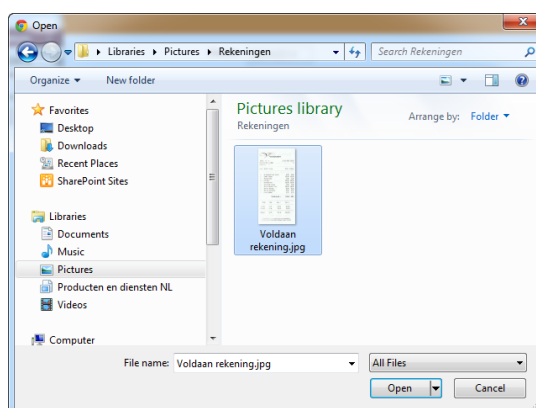
Soort maaltijd: Lunch

Aantal deelnemers: 2

Receipt: Add new attachment
 Add existing attachment

Save Cancel

- Add (when necessary) a receipt.



You can put more than one receipt on one scan. Link this scan to multiple expense items by using “Add existing attachment” .

- Click **Save**.
Your expense request has now been submitted for approval. Once the request has been approved (or refused) you will alerted by email.

Cancelling an expense claim.

- In the left hand menu, click “Expense sheet”
- Select the month in the top right corner.
- Click the “-” icon to cancel the request.
You can only cancel requests that have not yet been treated.


Medewerker West's expense sheet

	Date	Expense type	Amount/number	Details	Status	
<input type="checkbox"/>	28/04/2014	Restaurant	€ 36,00	 Soort maaltijd: Lunch, Aantal deelnemers: 2	Approved	-
<input type="checkbox"/>	29/04/2014	Use of own car	€ 13,15 (38 km)	Reden verplaatsing: Klantbezoek	Requested	

Consult the status of an expense claim.

- In the left hand menu, click “Expense sheet”
- Select the month in the top right corner.
- The **Status** field gives you the current status of the expense claim.

Medewerker West's expense sheet

	Date	Expense type	Amount/number	Details	Status	
<input type="checkbox"/>	28/04/2014	Restaurant	€ 36,00	 Soort maaltijd: Lunch, Aantal deelnemers: 2	Approved	-
<input type="checkbox"/>	29/04/2014	Use of own car	€ 13,15 (38 km)	Reden verplaatsing: Klantbezoek	Requested	-

Approving or rejecting expense claims

Only available for approvers

- In the left hand menu, click “**Treat requests**”.
- This page shows an overview of open requests, grouped by department and employee.

You still have requests to be treated!

▼ West (1)


Medewerker West: 1 request(s) Comment:

Date	Request	Amount	Requested	Reason	Comment	
29/04/2014	Use of own car	€ 13,15 (38 km)	28/04/2014	Reden verplaatsing: Klantbezoek	<input type="text"/>	<input type="checkbox"/>

Selected requests

 shows you the details of the employees expense claims. You can approve or refuse these individually or grouped.

 approves the request

 refuses the request.



As an approver you can receive a daily overview of your open requests.