

University of Massachusetts

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Paying Expense Reimbursements in Your Pay Check

Simplifying Expense Reimbursements

The University is streamlining the process for paying employee reimbursements to employees. *Effective Friday, October 16, 2009*, expense reimbursements will be included in your biweekly pay check rather than in a separate check.

The benefits include:

- If you have payroll direct deposit, electronically depositing your reimbursement.
(This will automatically post to your bank account based on your set percentage breakout; or if your deposit is split by \$ amount, it will go to the last account you have designated)
- Providing detailed information about your reimbursement in the expense module
- **"Going Green!"** by reducing the paper and mailing resources required to process reimbursements
- Eliminating the inconvenience of depositing a separate check
- Eliminating uncashed checks, address problems and stop payments

The Paycheck/Pay Advice: Where to Find Your Expense Reimbursement

Your expense reimbursement will appear in the **Hours and Earnings** section (see image below). The reimbursement may appear as "Reimbursement/Advance" or "Emp Reimbursement Taxable" depending on the taxable status of the reimbursement. You will see the amount of the reimbursement/advance in the "Current" Earnings column.

HOURS AND EARNINGS					
<u>Description</u>	<u>Rate</u>	<u>Current</u>		<u>YTD</u>	
		<u>Hours</u>	<u>Earnings</u>	<u>Hours</u>	<u>Earnings</u>
Regular Employee					
Reimbursement/Advance			XXX		XXX
Comp Time Earned Straight					
Comp Time Used					
Personal Time					
Vacation Time					
TOTAL:					

No Change to How You Submit Expense Reimbursements

Please continue to submit expense reimbursements through the Employee Travel & Expense Center.

Don't Forget: View Your Pay Advice Online

You can now view your pay advice online through HR Direct Employee Self Service. Visit the HR Direct website to find out more about HR Direct Employee Self Service: <http://www.umassd.edu/hrdirect/>

Questions about Your Pay Advice Statement

- Detailed expense information supporting the reimbursement is available in the expense module using the following navigation: Travel and Expenses → Process Expenses → Review Payments → Payroll Payments.
- The Account's Payable Office can assist with any expense reimbursement question calling Rebecca Pina x8189 or email rpina@umassd.edu.
- Non-expense related question regarding your pay advice should be directed to the Payroll Office by calling Christina Flagg x8187 or email cflagg@umassd.edu.