

University of Massachusetts

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Expense– Payments to Employees Helpful tips for Expense Report Preparers

Timeline

In order for an expense reimbursement to be paid to an employee, the expense report must be submitted and approved by all parties by the preceding Thursday (8 days) before payroll check cycle.

October Calendar

<i>Sun</i>	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>	<i>Sat</i>
				1	2	3
4	5	6	7	8 Expense report 123 fully approved by 5pm sent to payroll	9 Expense Report 456 approved	10
11	12	13	14	15	16 Paycheck Issued Expense Report 123 included in paycheck	17
18	19	20	21	22 Expense Report 456 sent to Payroll	23	24
25	26	27	28	29	30 Paycheck Issued Expense Report 456 included in paycheck	31

Find Payroll payments on line in the Finance Expense Module

Payroll payments to employees can be found in the Expenses using the following navigation:

Travel and Expenses → Process Expenses → Review Payments → Payroll Payments

NOTE: you cannot navigate to Payroll Payments through Employee Expense History. You must navigate directly.

What if an employee is not currently on payroll?

You can continue to enter expense reports for employees that may not be currently active in Payroll.

Reimbursements in this situation will generate a physical check to the person which will be distributed with regular pay checks/pay advices to the department.

Questions concerning an expense report should continue to be directed to Accounts Payable, Rebecca Pina x8189 or email rpina@umassd.edu