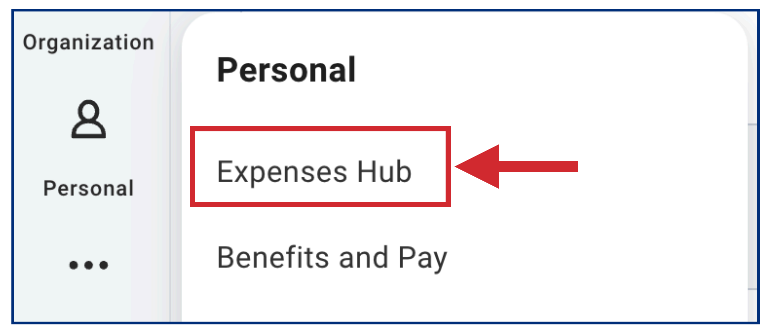
Workday Expenses Hub Job Aid

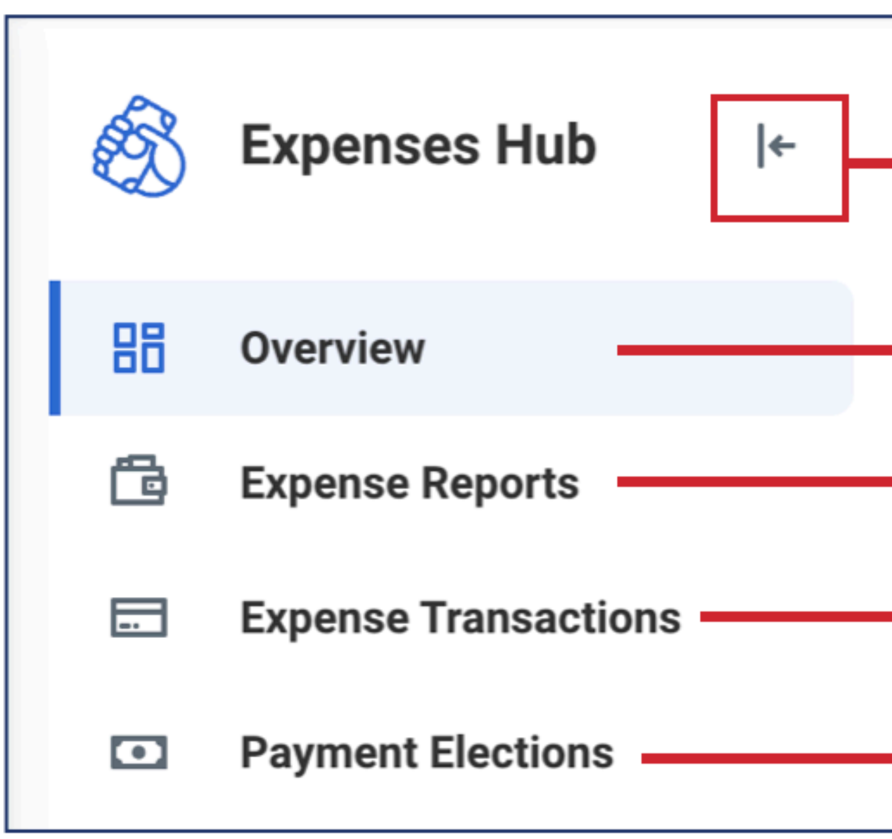
An Interactive Guide for GCNA Team Members Who Do NOT Use Company Issued Credit Cards

Workday Expenses Hub

The functions in the the Expenses Hub app in Workday replace the previously used Concur software at GCNA. The Expenses Hub allows team members to create expense reports and submit expenses for personal reimbursements including mileage. Team members can submit transactions made on company credit cards, itemize transactions, and add expenses for personal reimbursements (e.g. mileage) in a single report.



Expenses Hub Features



Click to expand/collapse tabs

Overview: Displays expense reports that need to be submitted and transactions that are not yet assigned to an expense report

Expense Reports: Displays current and past expense reports; expense reports can be created and managed here

Expense Transactions: Displays all transactions and transaction statuses: New, Pending and/or Expensed; expense reports can be created and managed here

Payment Elections: View and manage payment elections for reimbursements and regular pay.

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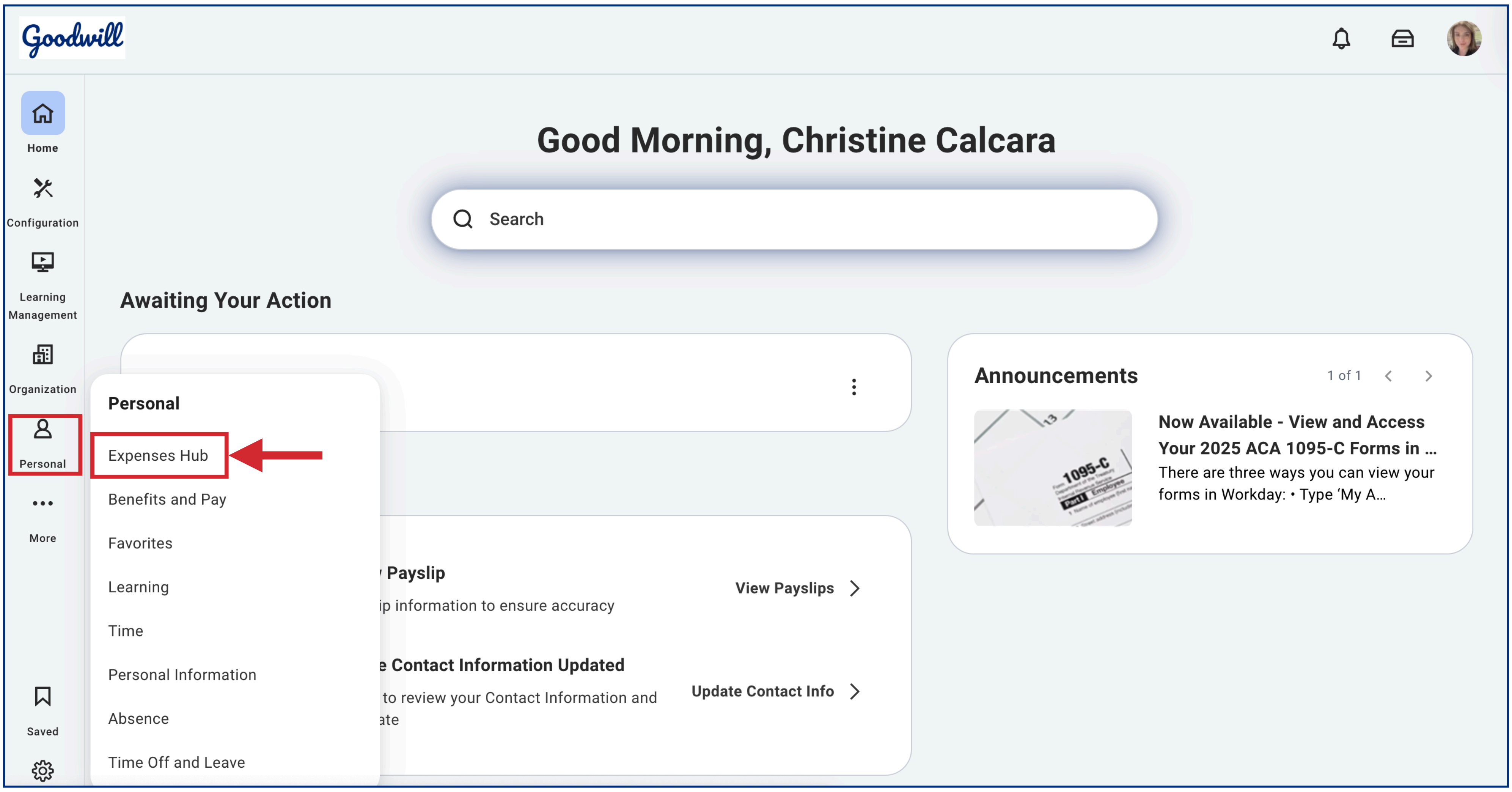
How to Access the Workday Expenses Hub App (Desktop)

1. Log in to Workday > Hover over the *Personal* icon > Click **Expenses Hub**



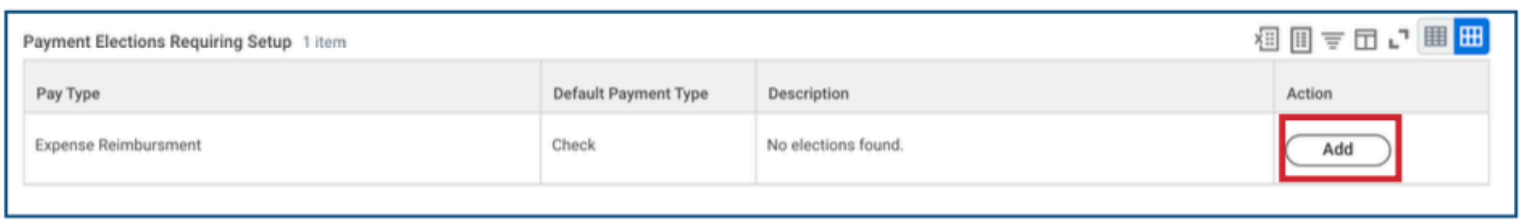
How to Setup Payment Elections for Reimbursements

IMPORTANT! Payment elections for reimbursements must be setup before expense reports can be made and funds for reimbursements can be distributed.

1. Navigate to the *Expenses Hub* in Workday via the app list in the Workday Menu

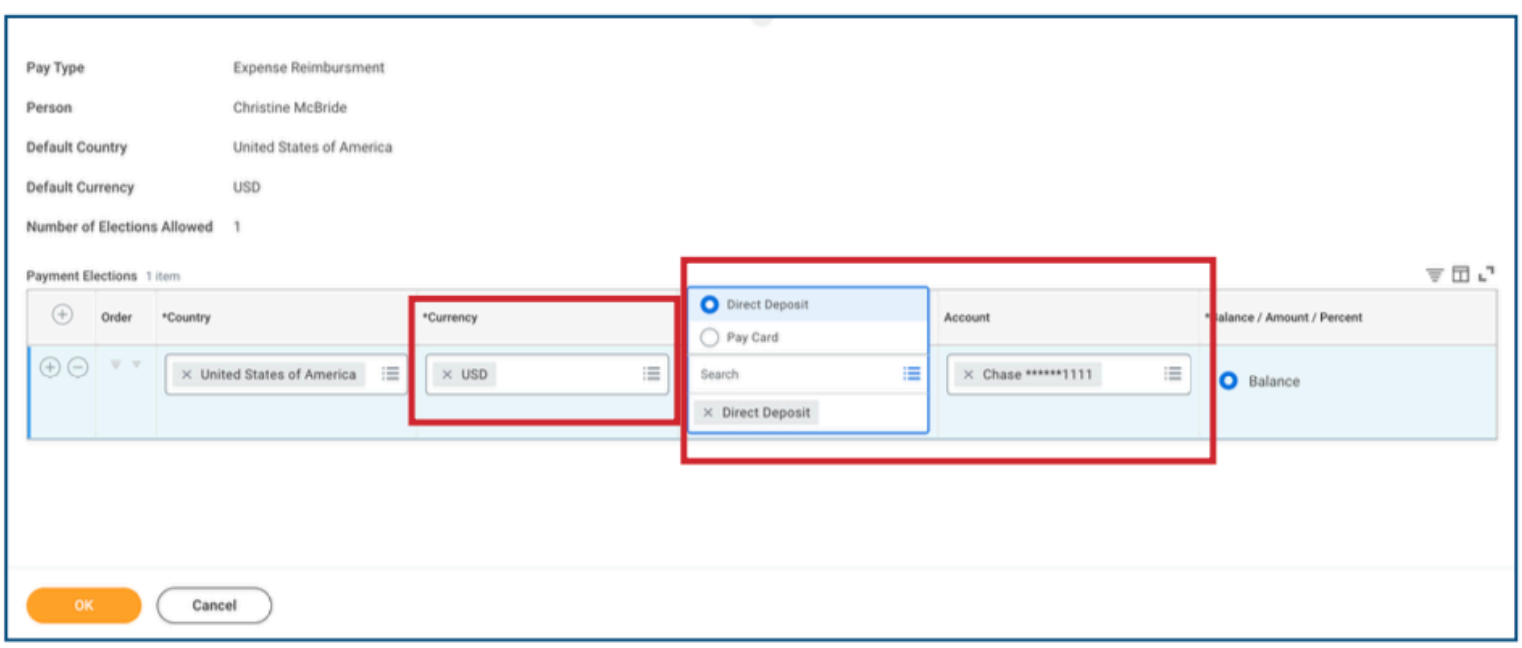
2. Click on the *Payment Elections* tab

3. Scroll down on the page to find the “Payment Elections Requiring Setup” for the “Expense Reimbursement” pay type and then click “Add”.



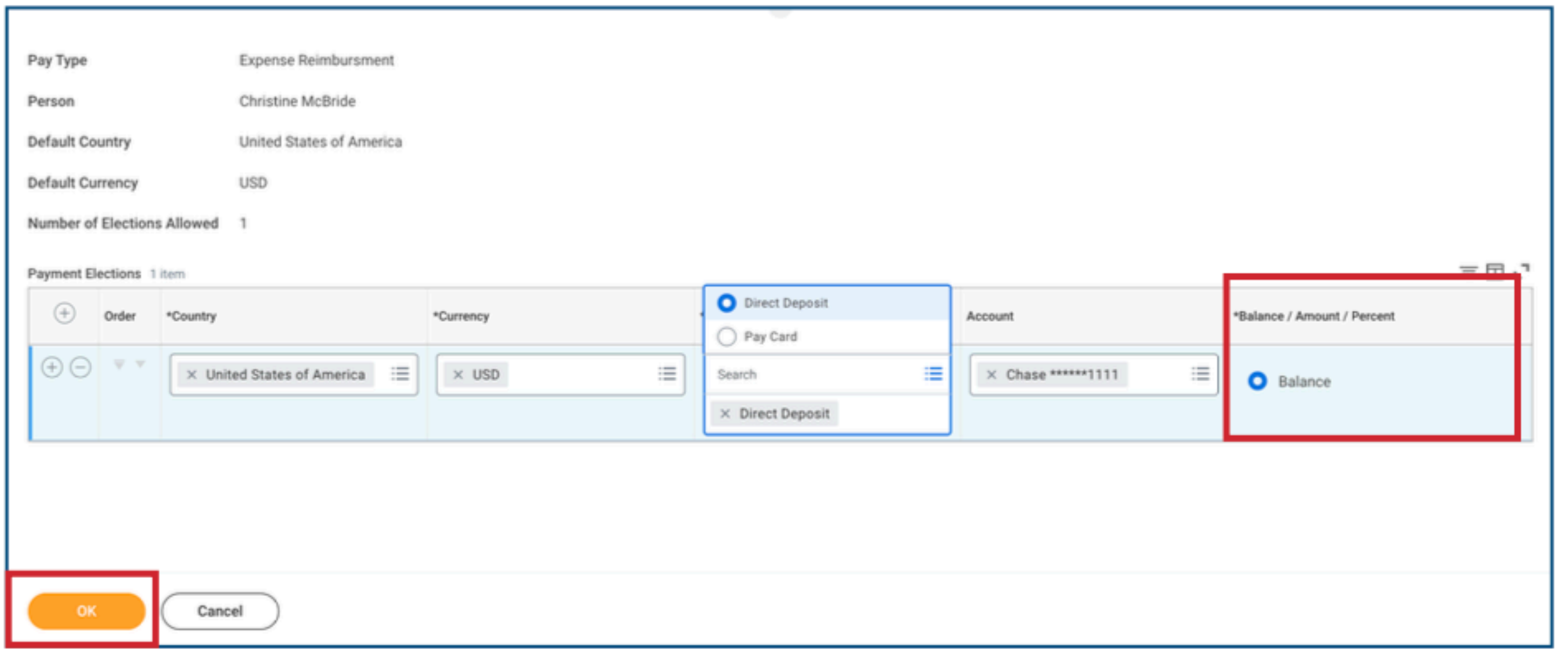
4. Select USD under *Currency*

5. Select Direct Deposit or Pay Card under *Payment Type*



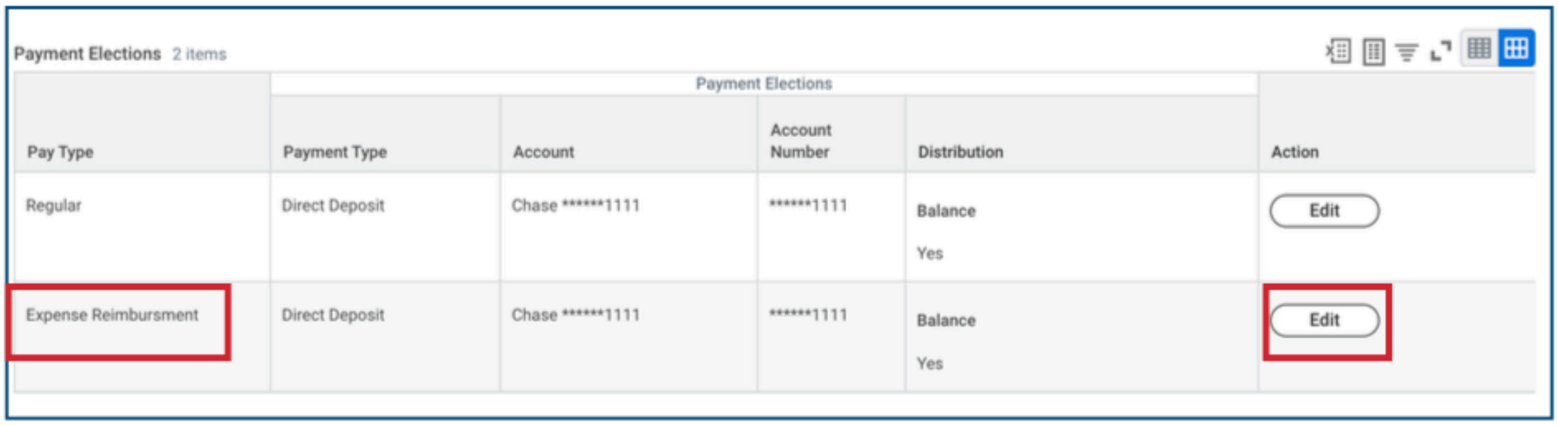
Note: If selecting direct deposit, the account(s) in Workday used for regular payments will automatically default under the account section. Team members can select their desired account if they have multiple bank accounts on file.

6. Select Balance, Amount and/or Percentage (if applicable). Then click **OK** to save and submit.



Note: If a team member has multiple bank accounts on file in Workday and they have set up their payment election of their regular payments to distribute their payments across multiple bank accounts by amount and/or percentage team members can similarly distribute their payments for reimbursements according to their regular payment distribution settings.

7. Changes to payment elections for reimbursement pay can be made by returning to the *Payment Elections* tab in the *Expenses Hub* and by clicking the "Edit" button.

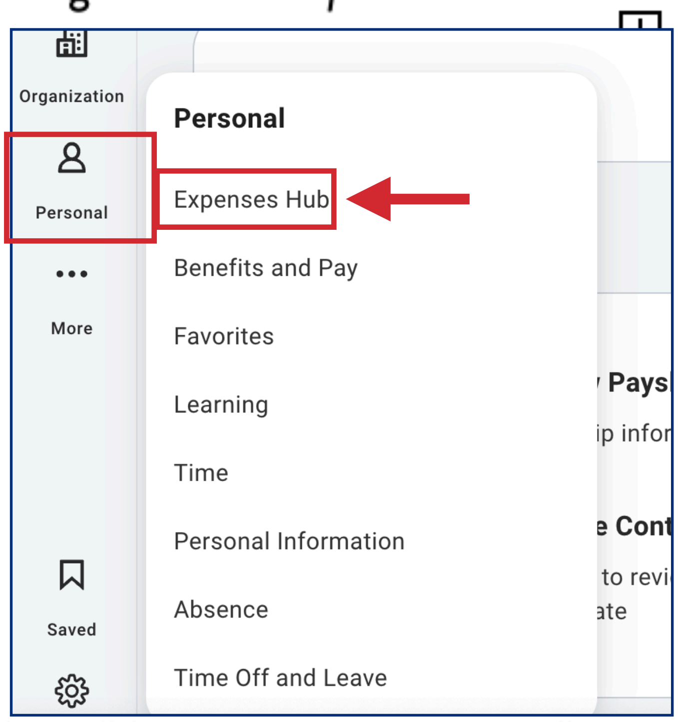


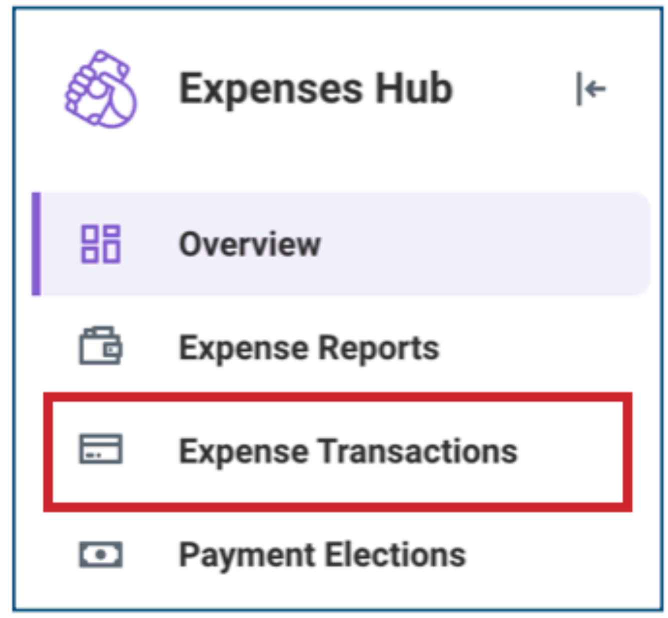
Payment Elections 2 items

Pay Type	Payment Type	Account	Account Number	Distribution	Action
Regular	Direct Deposit	Chase ******1111	******1111	Balance Yes	Edit
Expense Reimbursment	Direct Deposit	Chase ******1111	******1111	Balance Yes	Edit

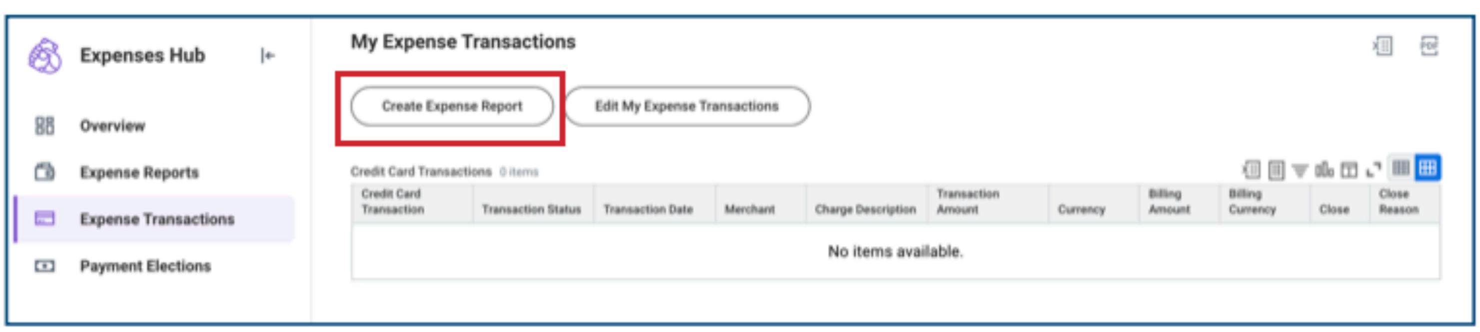
How to Create an Expense Report for Personal Mileage Reimbursement

1. Navigate to the *Expenses Hub* and click the "Expense Reports" tab

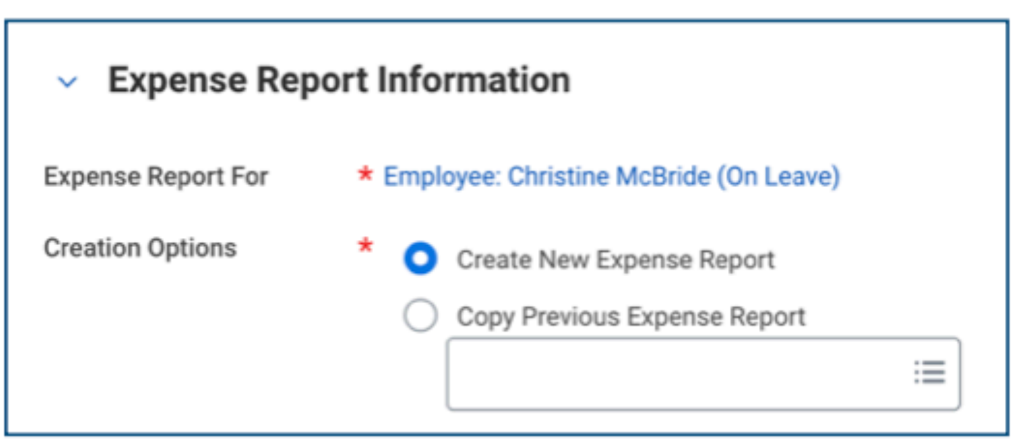




2. Click "Create Expense Report"



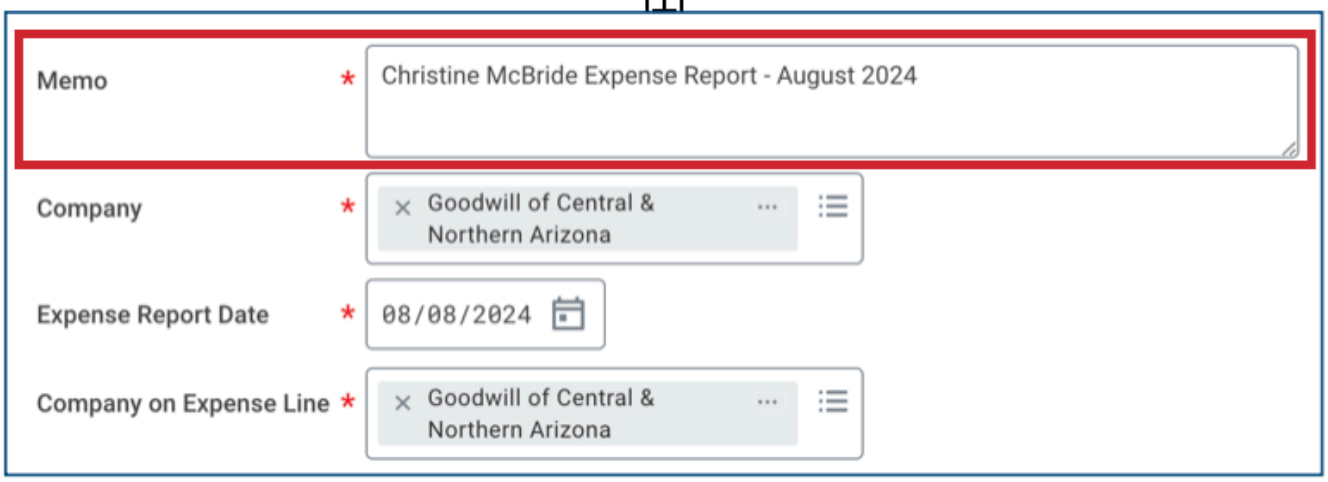
3. Create a "New Expense Report"



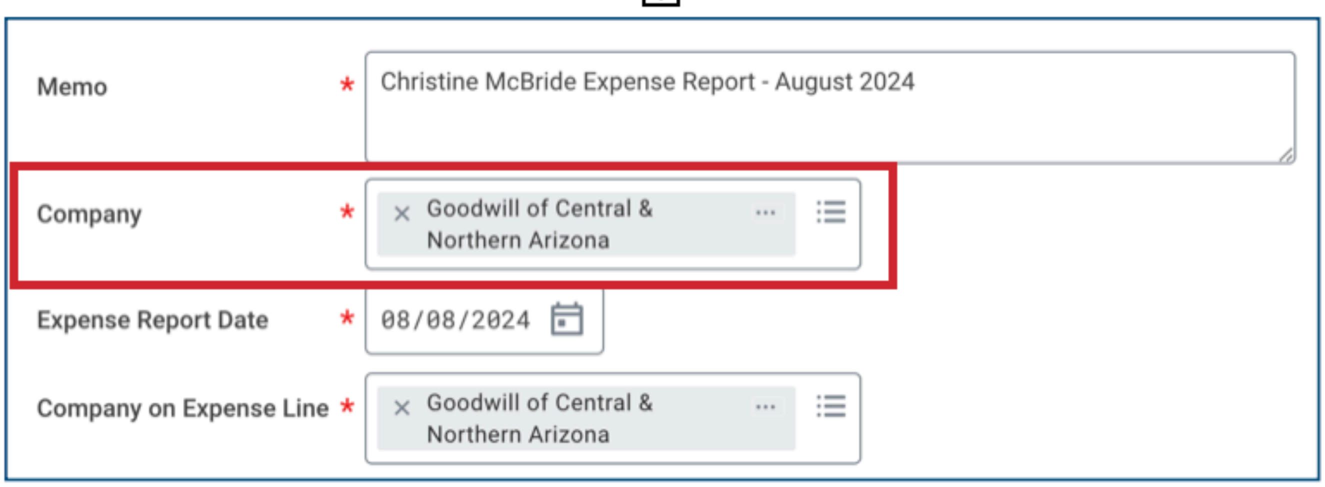
Note: It is not recommend to select "Copy Previous Expense Report" unless the team member is only submitting personal mileage where they often travel the same route.

How to Create an Expense Report for Personal Mileage Reimbursement

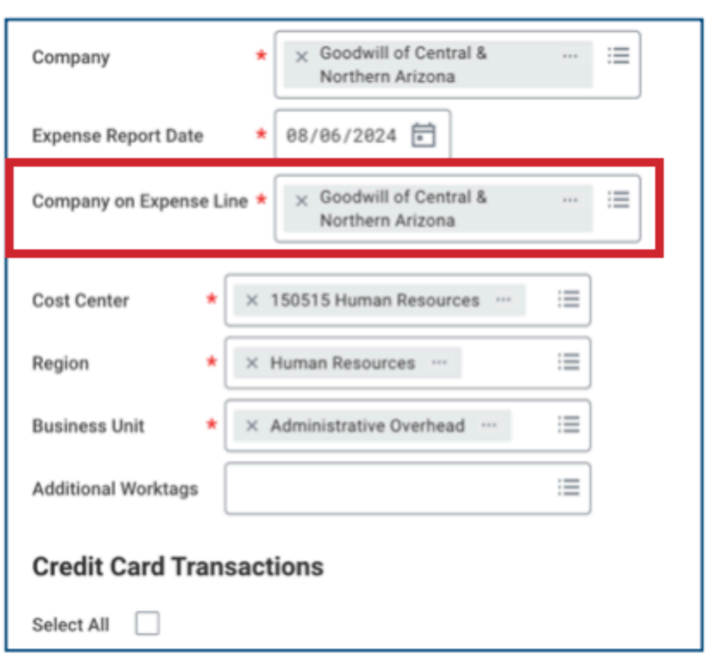
4. Type a memo to include the team member's name, "expense report" and the month and year.

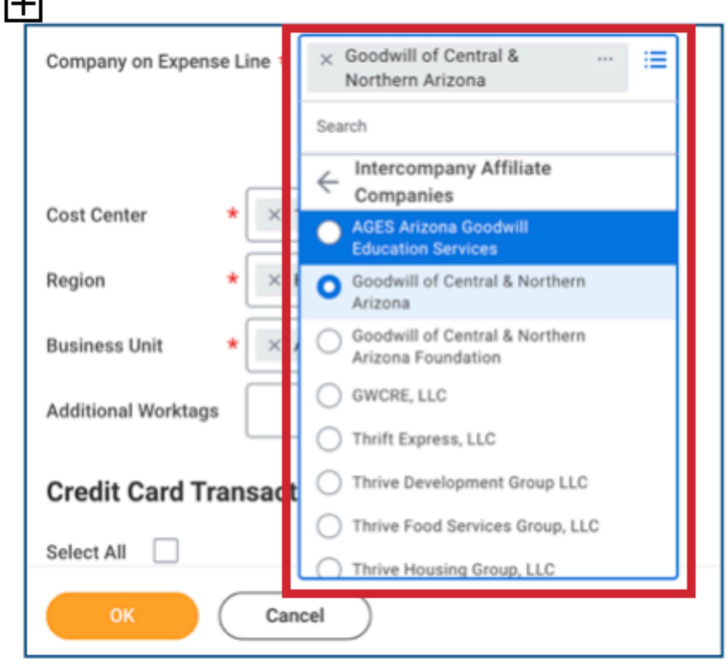


IMPORTANT! DO NOT CHANGE THE COMPANY FIELD!



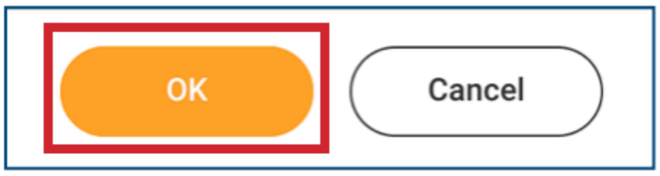
5. If an expense needs to be assigned to a different company, select the "company on expense line field" and then choose the appropriate option from the drop down menu.



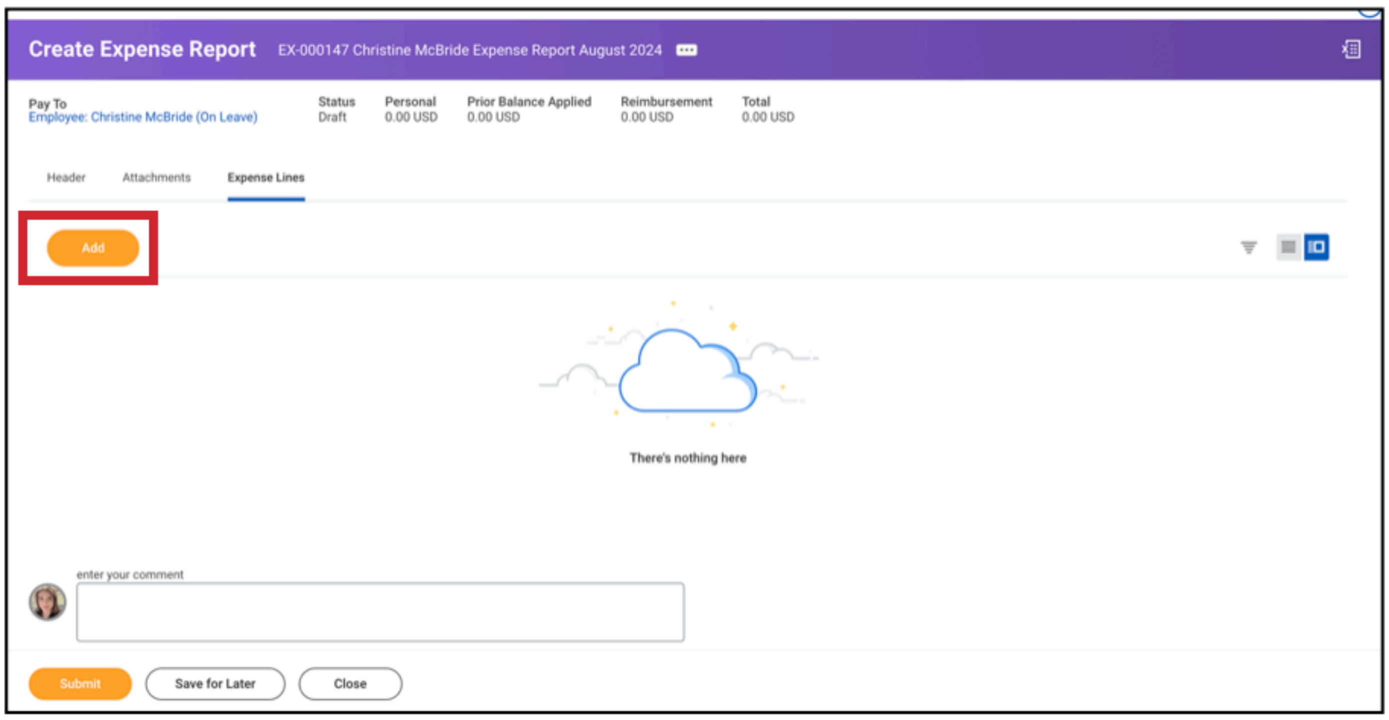


How to Create an Expense Report for Personal Mileage Reimbursement

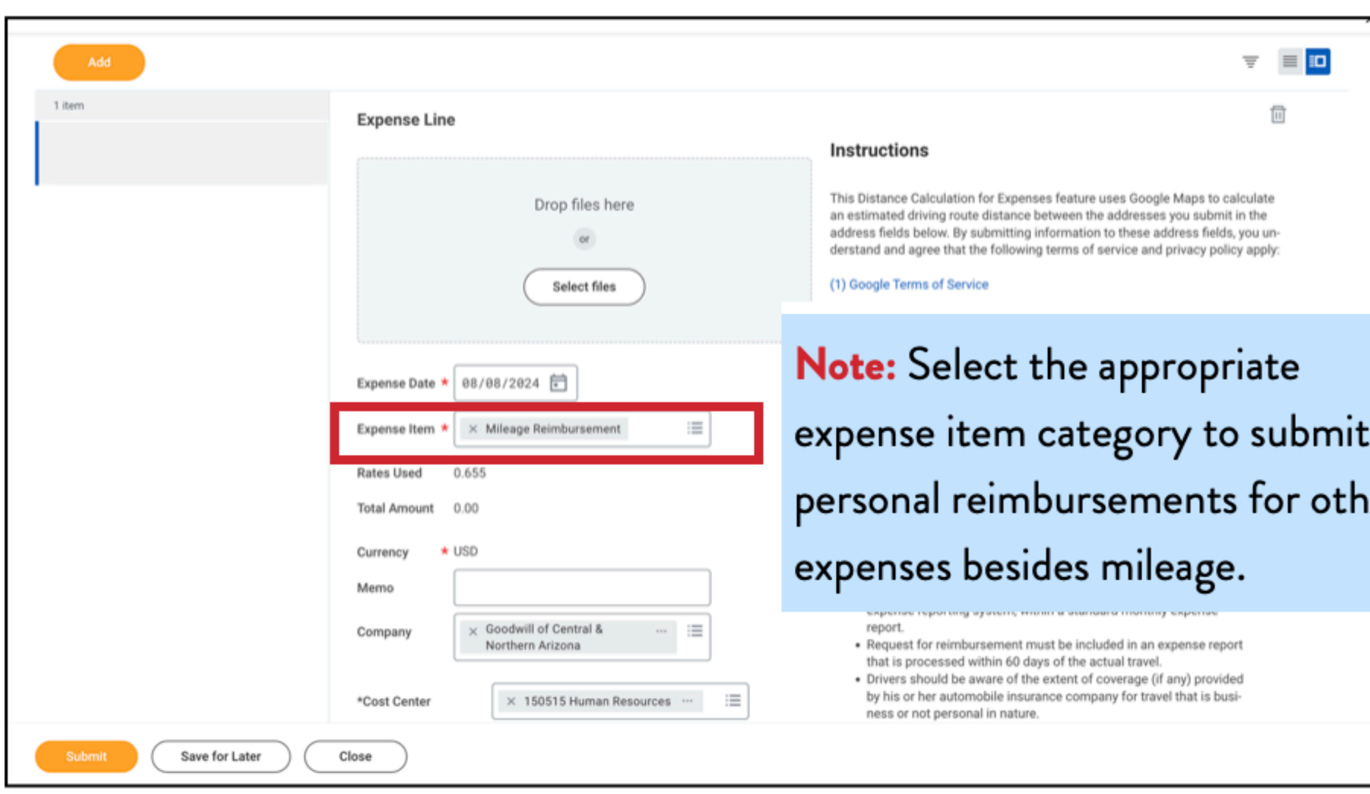
6. Click OK



7. Click Add



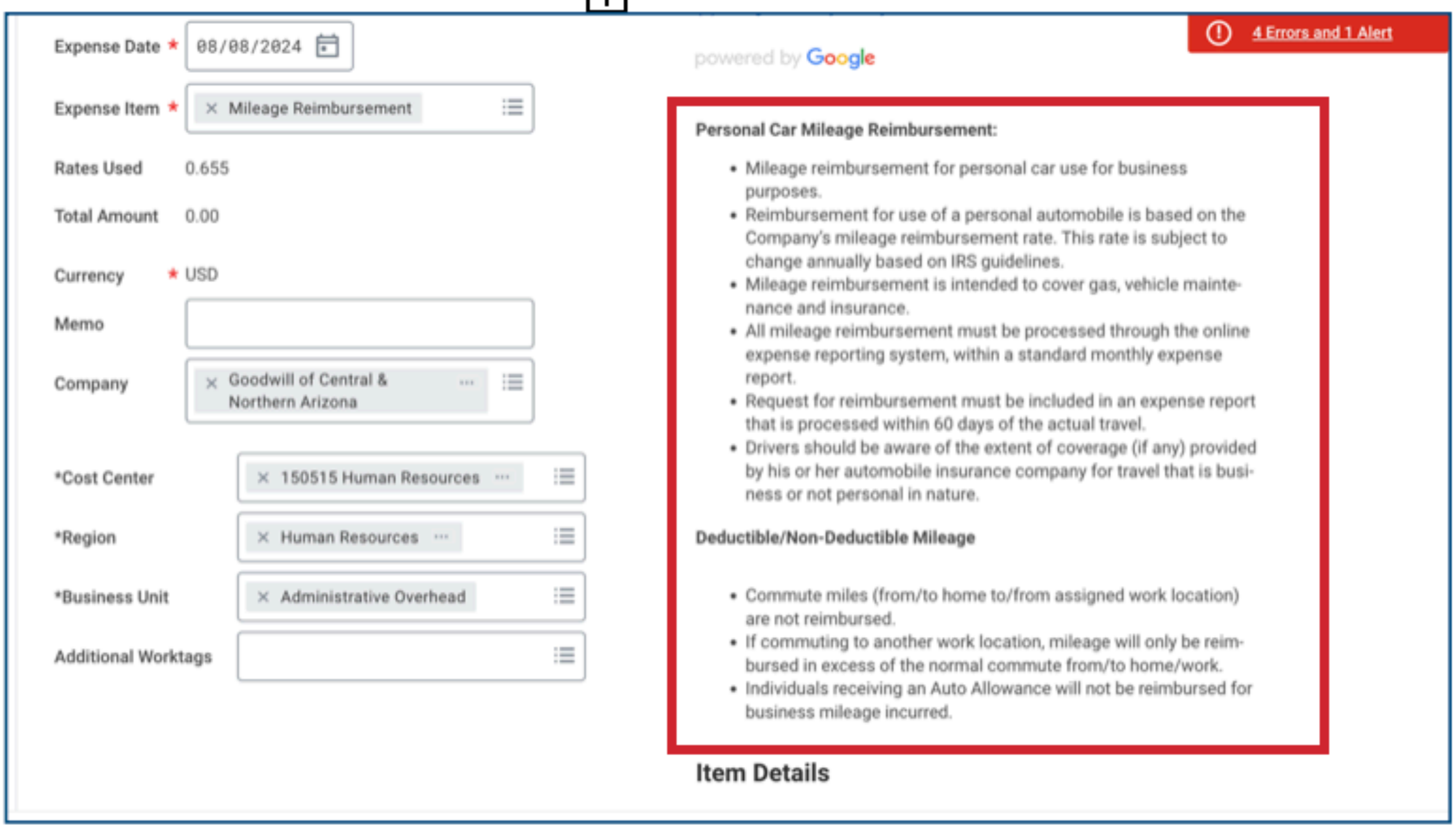
8. Select "Mileage Reimbursement" under Expense Item



Note: Select the appropriate expense item category to submit for personal reimbursements for other expenses besides mileage.

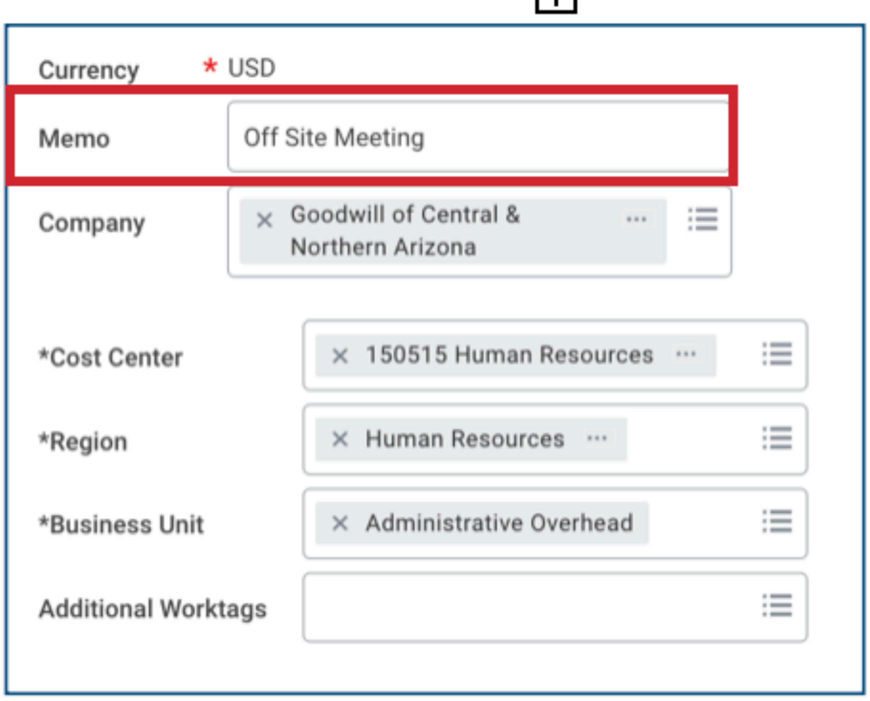
How to Create an Expense Report for Personal Mileage Reimbursement

9. Review the important information on the right of the screen.



IMPORTANT! Team members are only paid for the extra mileage that exceeds their normal commute. Mileage reimbursements are distributed to cover the difference.

10. Enter the business purpose in the memo.



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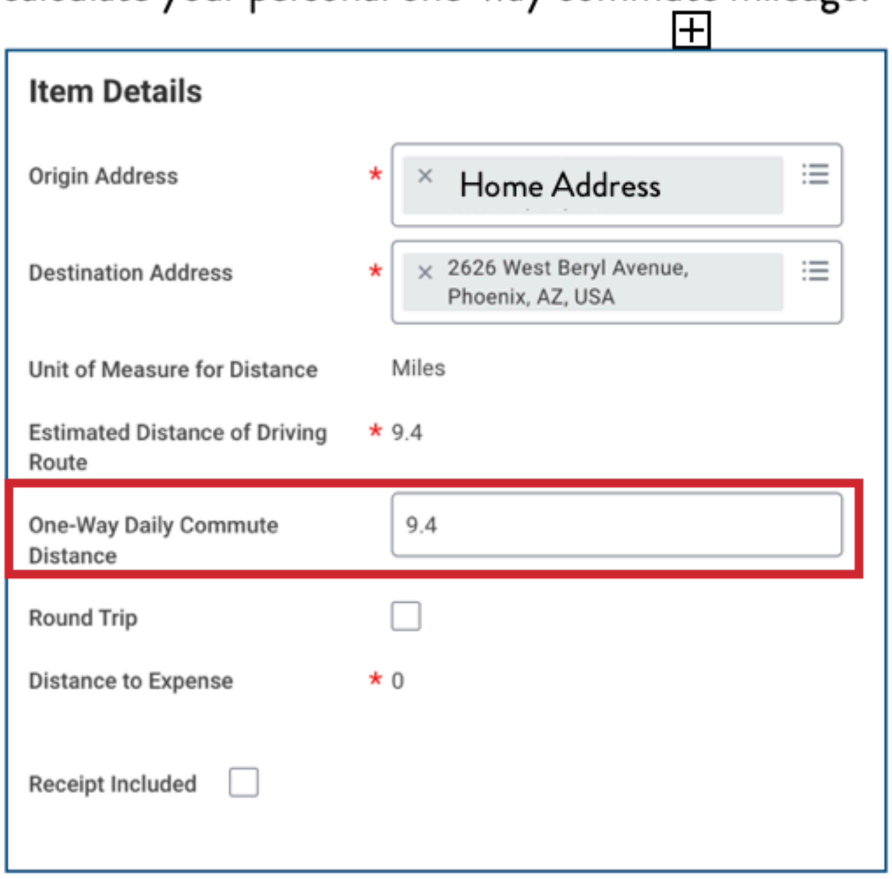
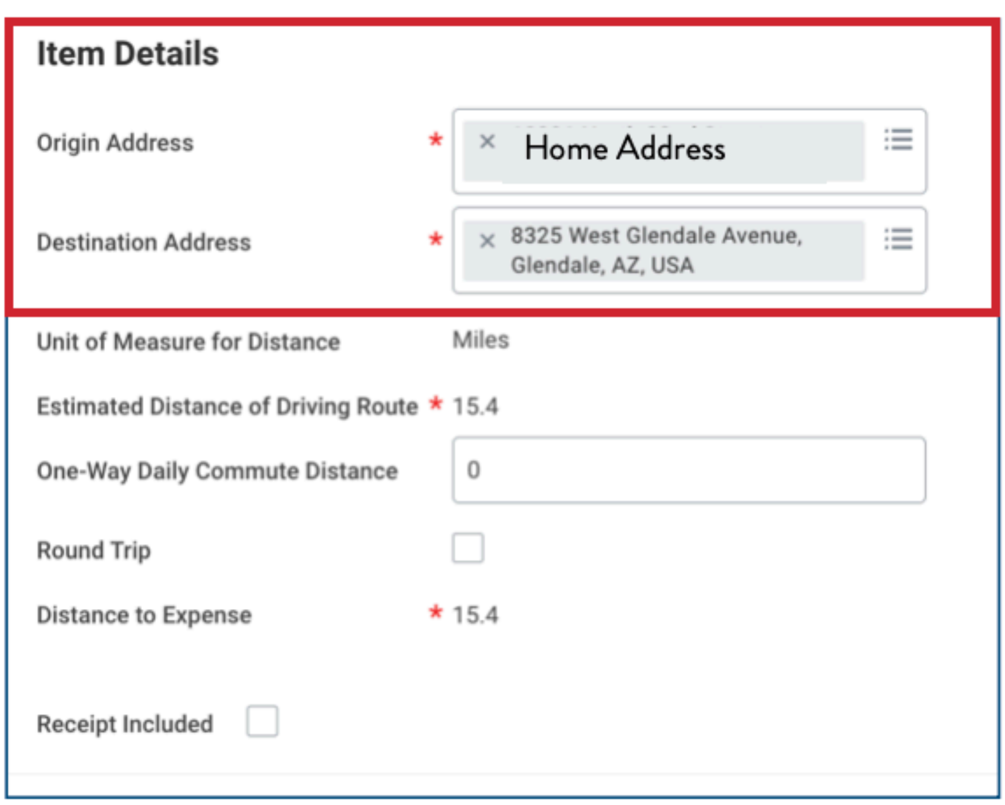
How to Create an Expense Report for Personal Mileage Reimbursement

11. Under the *Item Details* section, enter your home address under the **Origin Address** and your regular work site address under **Destination Address** to calculate your personal one-way commute mileage.



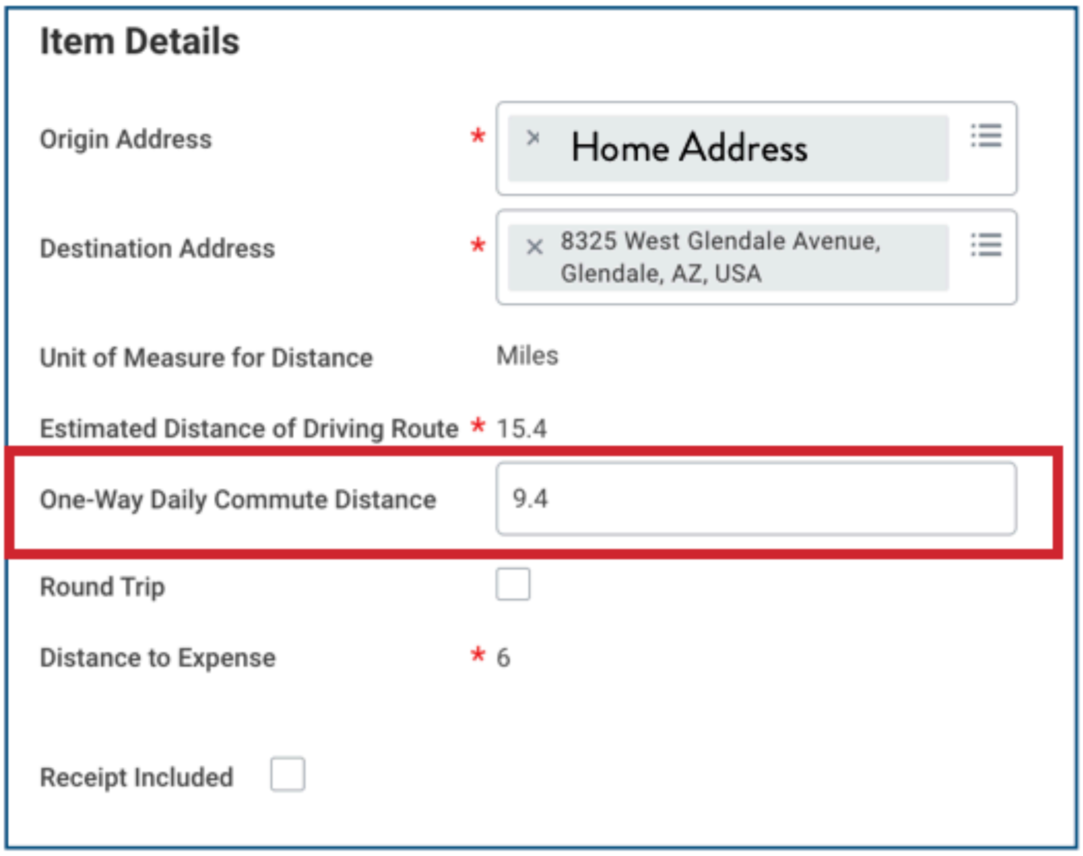
IMPORTANT! Record your "One-Way Daily Commute Distance" mileage for your records. Your personal one-way commute mileage is needed to accurately calculate the appropriate mileage to expense.

12. Clear the address details, and then enter the appropriate origin and destination addresses.



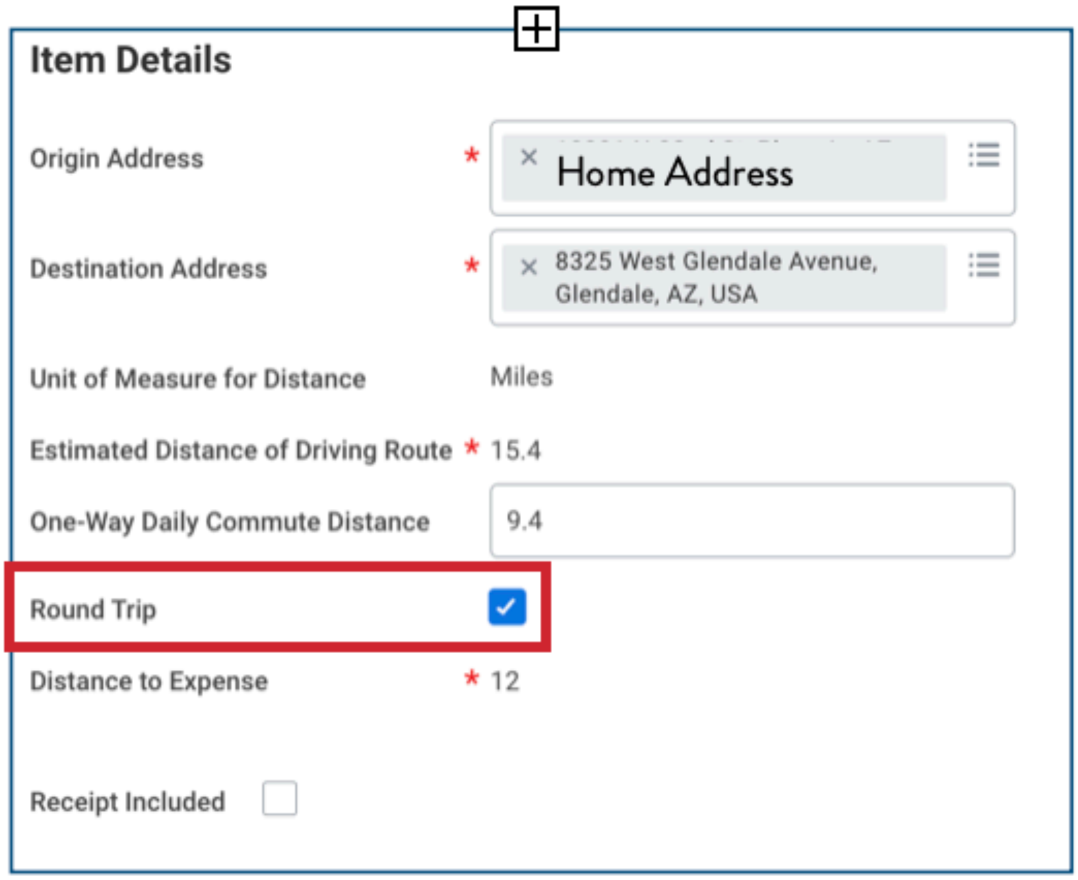
How to Create an Expense Report for Personal Mileage Reimbursement

13. Enter your personal one-way commute mileage under the “One-Way Daily Commute Distance” section



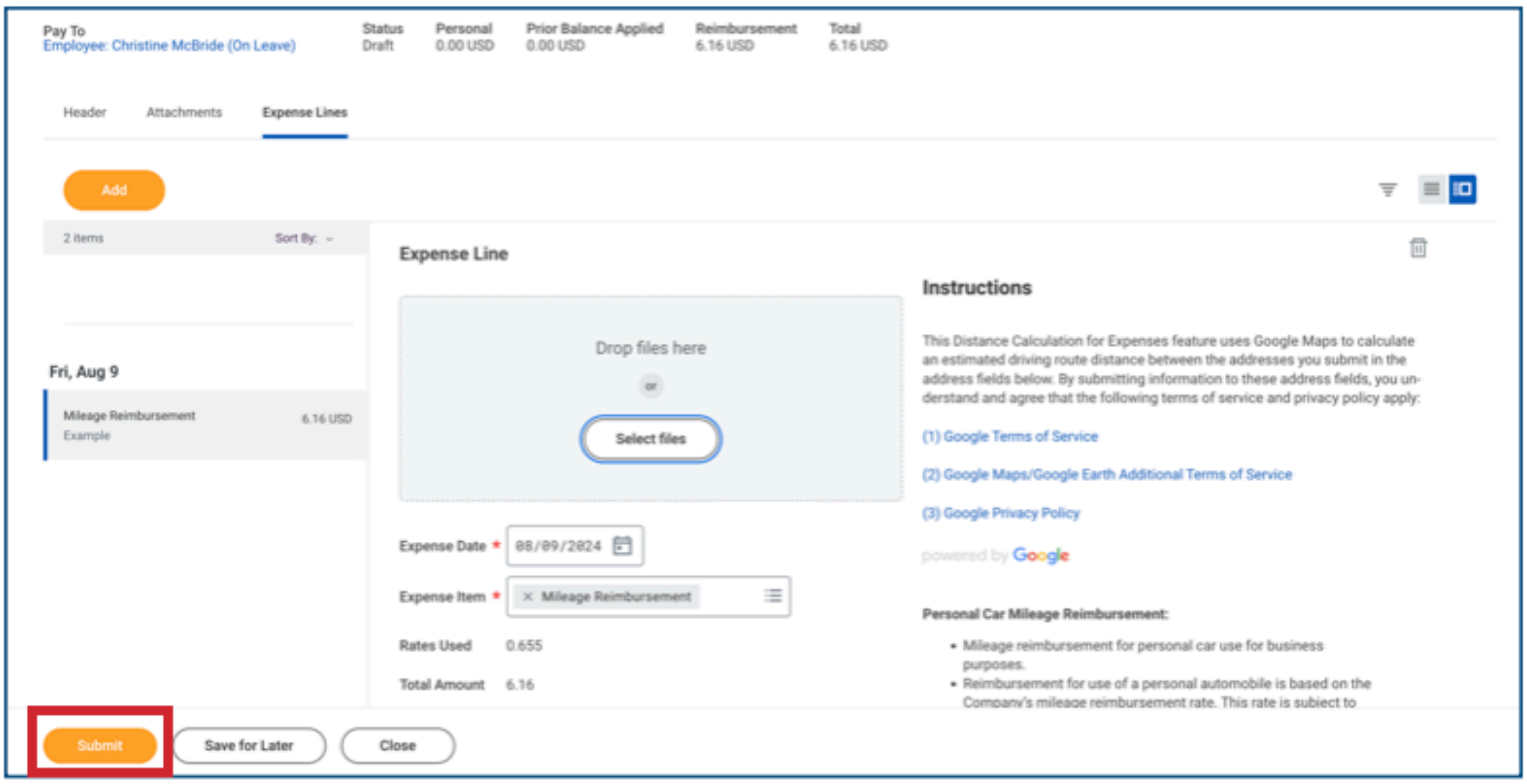
Note: Workday will automatically calculate the mileage as information is entered. As shown, for example, 15.4 subtracted by 9.4 = 6 miles to expense (one way).

14. Check the Round Trip check box, if applicable.

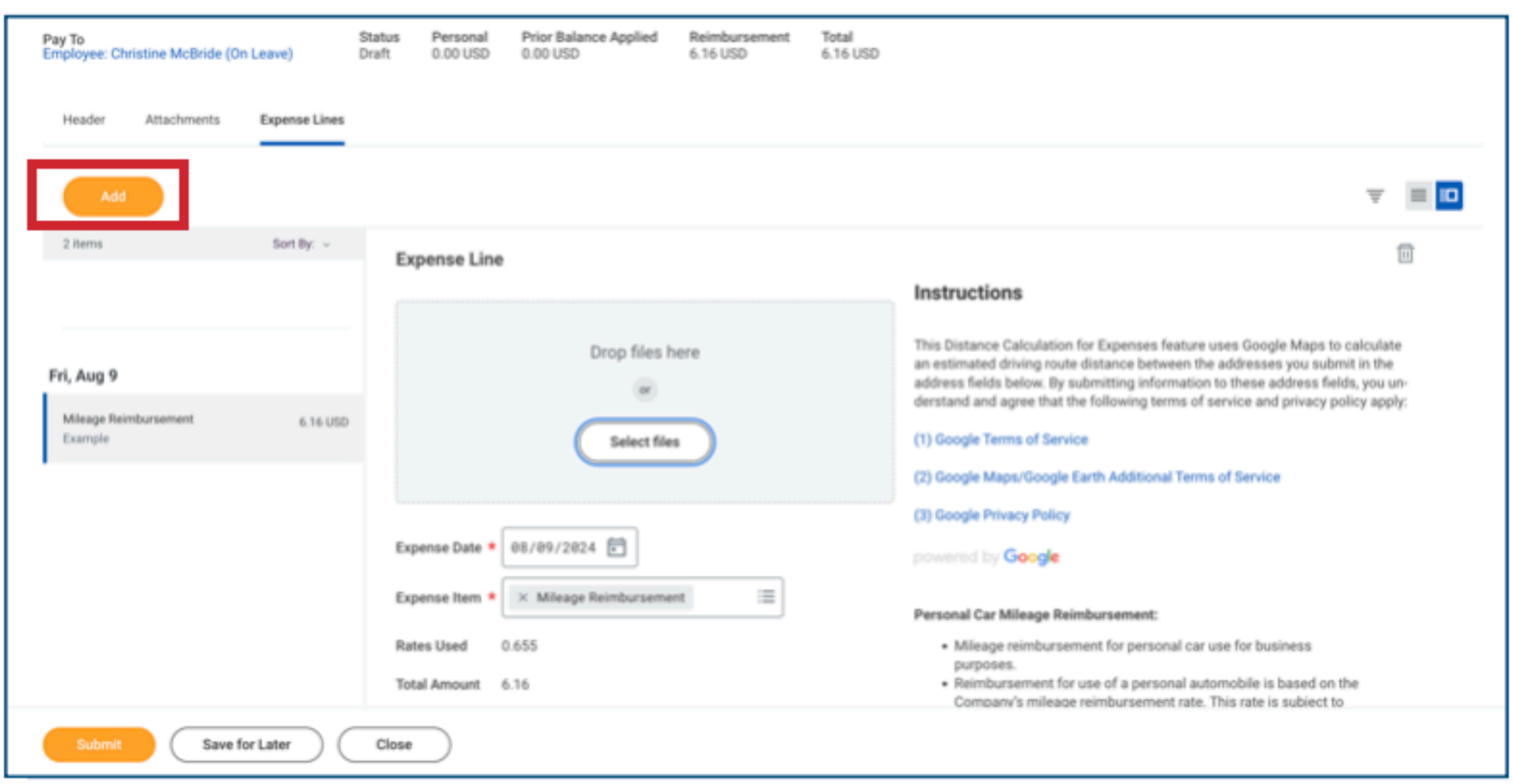


How to Create an Expense Report for Personal Mileage Reimbursement

15. If no other mileage or transactions need to be included in the expense report, click the **Submit** button to complete.



16. To add a new expense line to an expense report, click the **Add** button.

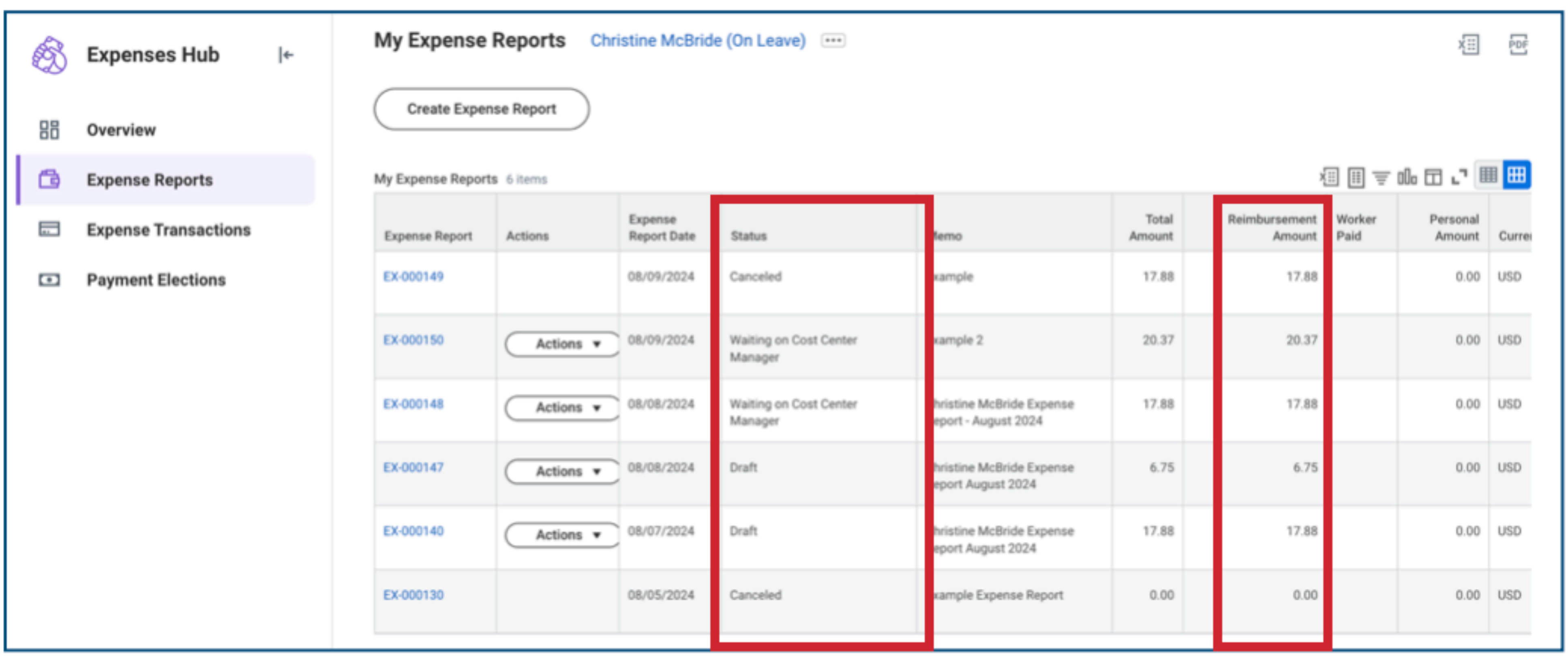


How to Create an Expense Report for Personal Mileage Reimbursement

17. Repeat steps 8-14 to add additional mileage. Then click the **Submit** button when complete.

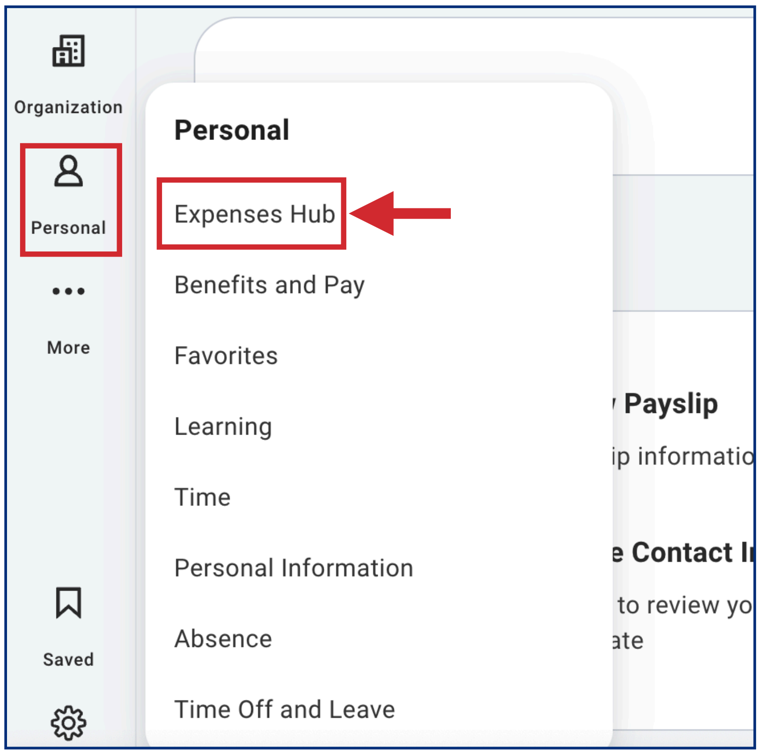
> **IMPORTANT!** Team members who travel to multiple sites within the same day need to create a new mileage reimbursement expense line for every leg of their travels.

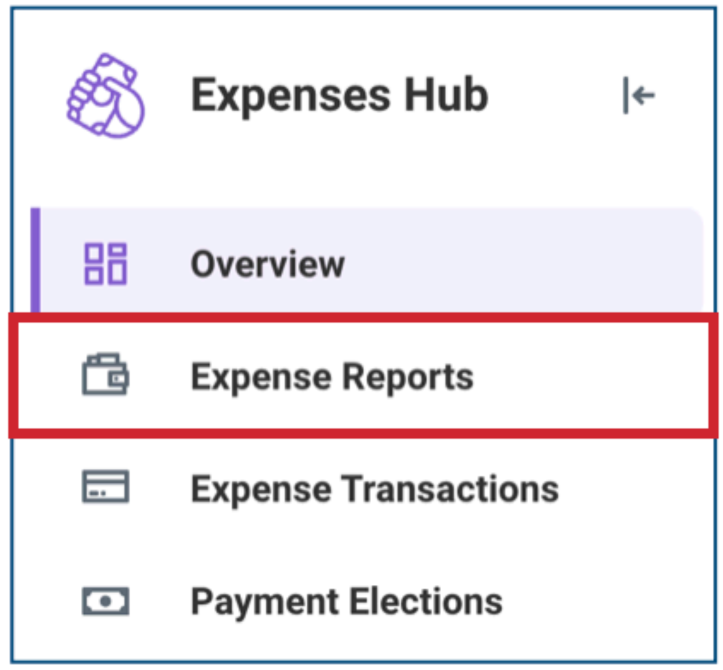
18. Return to the "Expense Reports" tab in the *Expenses Hub* to view the status of your expense reports and the reimbursement amount.



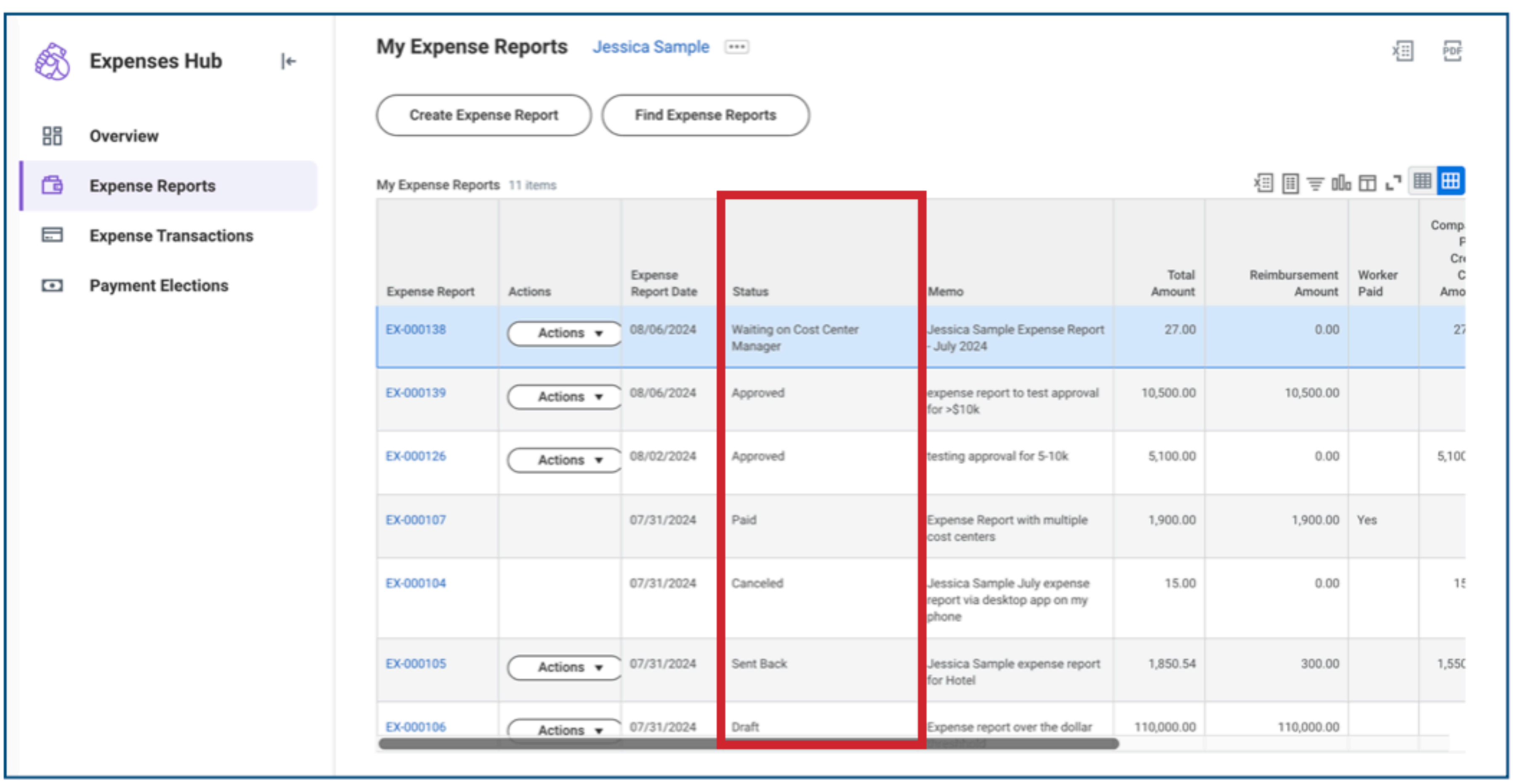
How to Monitor the Status of a Submitted Expense Report (Desktop)

1. Navigate to the *Expenses Hub* and click the "Expense Reports" tab





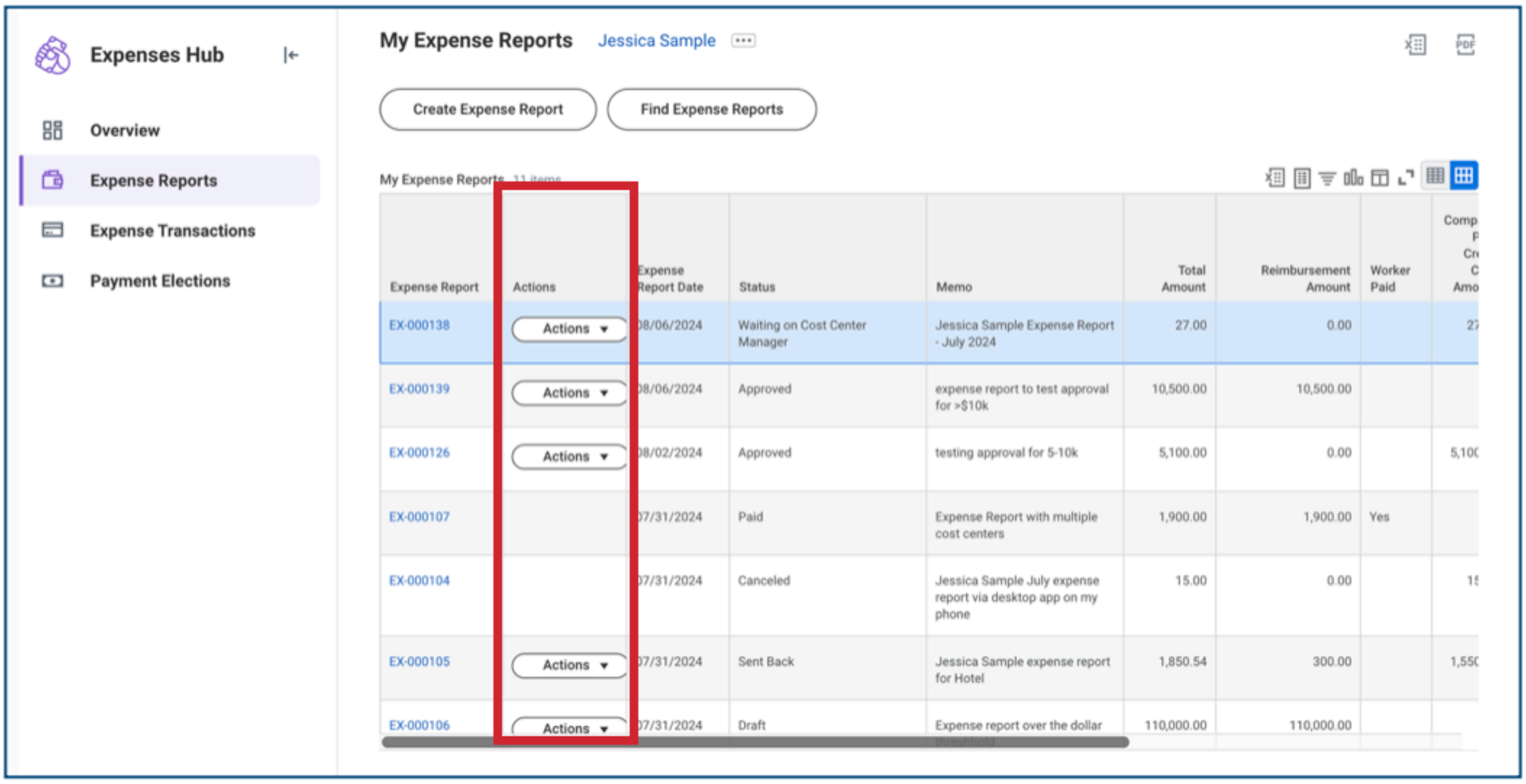
2. View the status of the desired expense report in the chart the under the "Status" column.



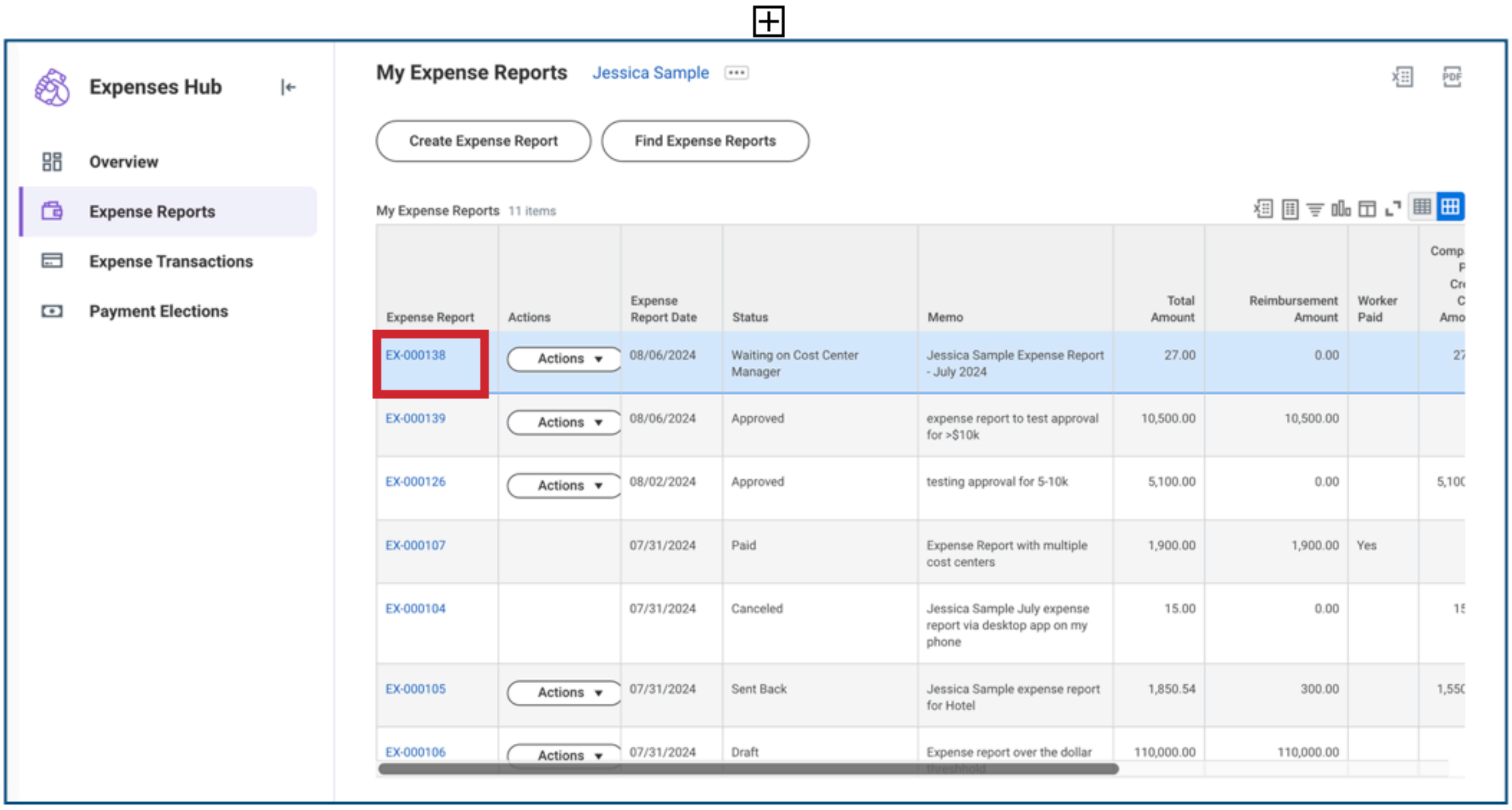
How to Monitor the Status of a Submitted Expense Report

3. Click on the **Actions** button to cancel or edit an expense report.

Note: Expense reports that have already been "canceled" or "paid" cannot be edited.

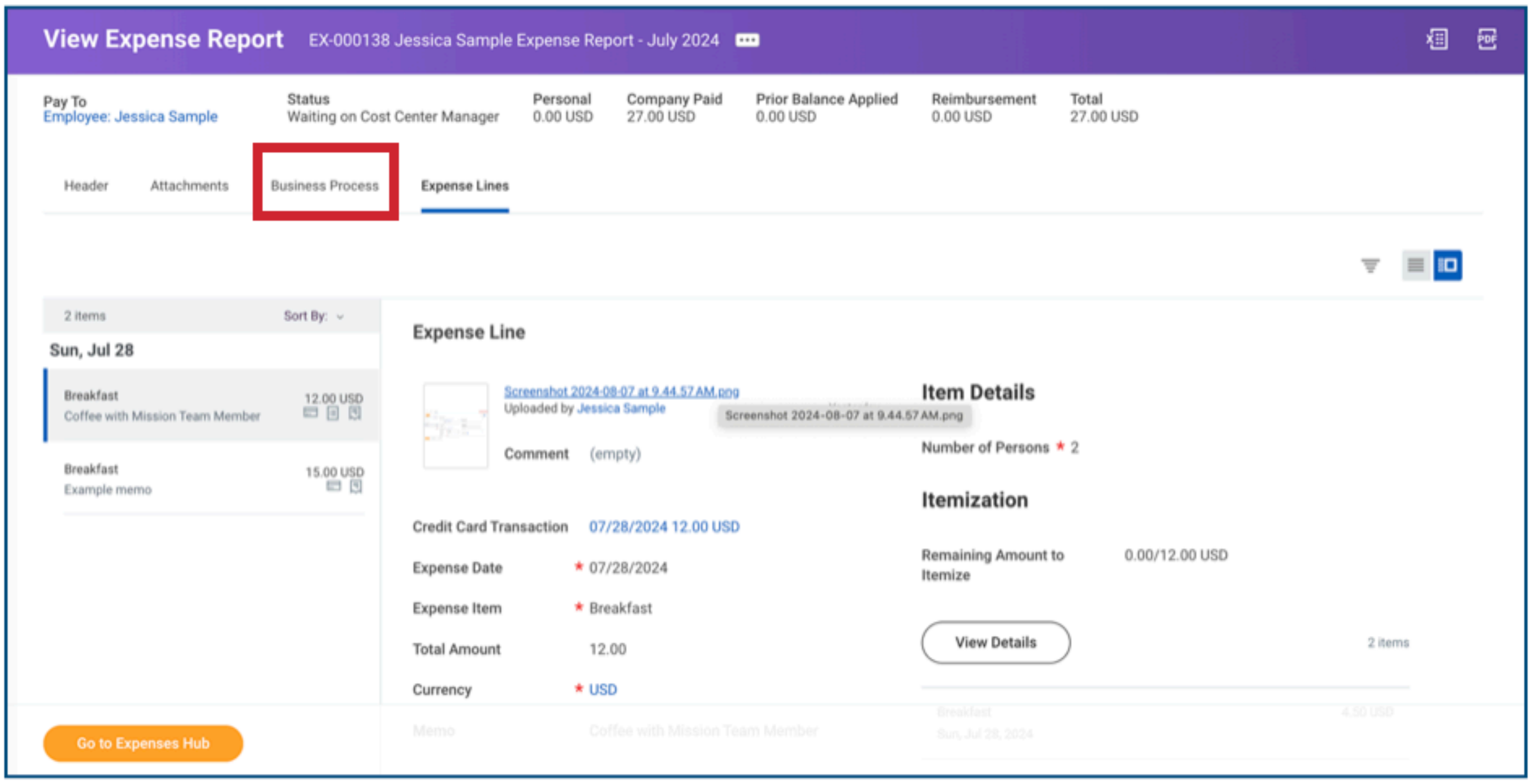


4. Click on the number of the expense report to view more information.

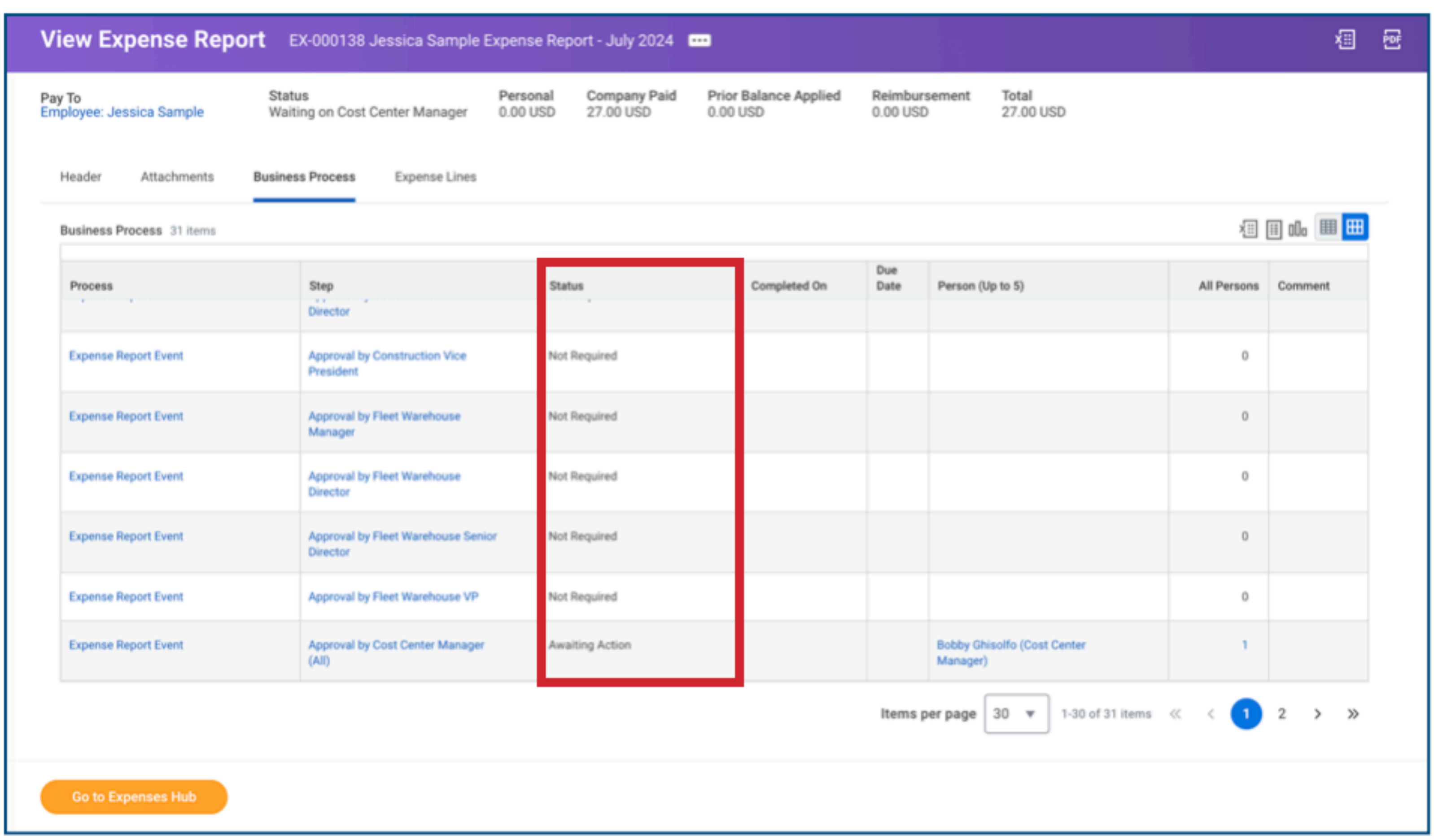


How to Monitor the Status of a Submitted Expense Report

5. Click on the **Business Process** tab



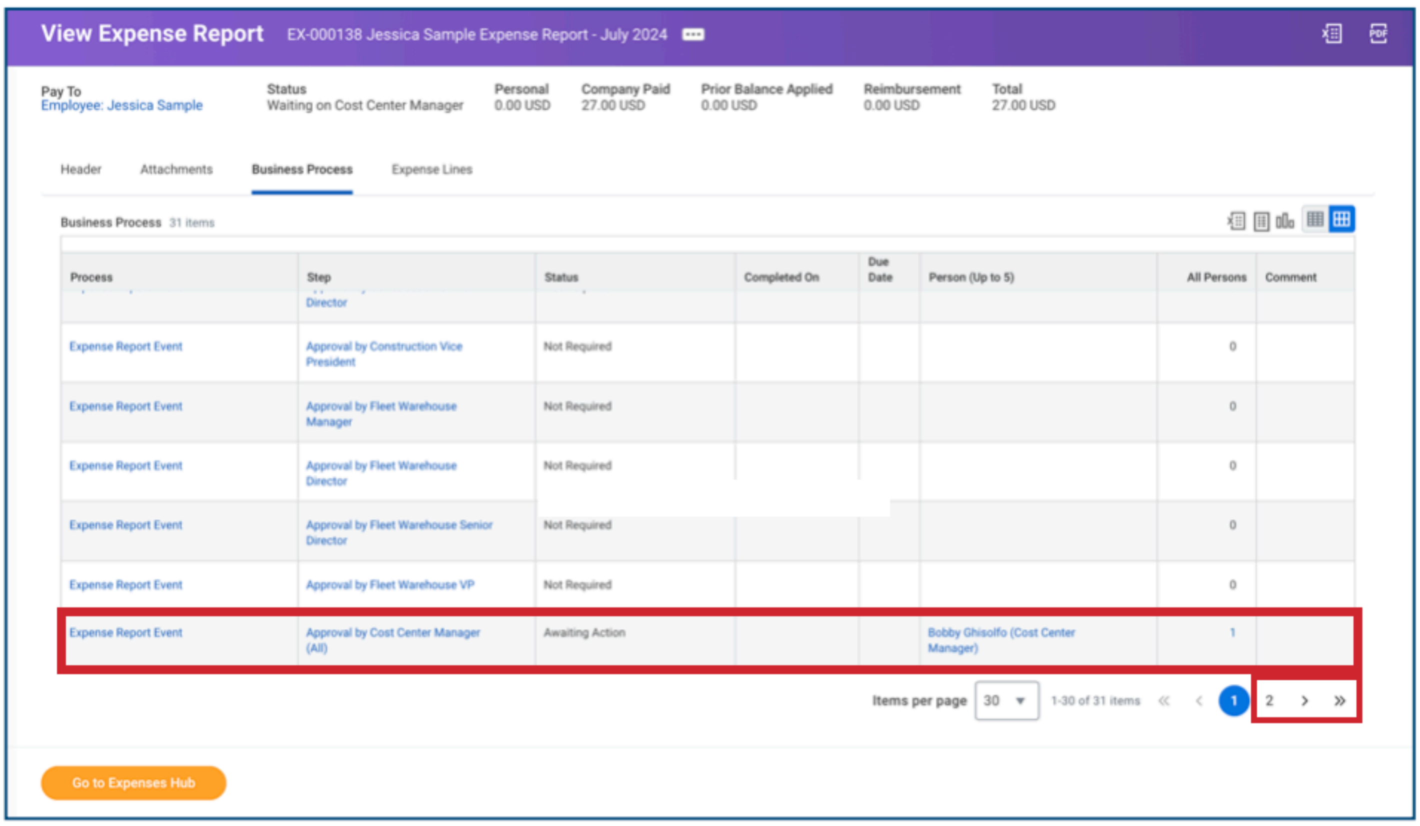
6. View **Awaiting Action(s)** under the status column.



How to Monitor the Status of a Submitted Expense Report

7. The supervisor(s) who need to take action/approve the expense report appear under the *Person* column

IMPORTANT! Sometimes approval is needed by multiple supervisors. Check all pages of the business process chart to see how many supervisors need to take action.



Note: Click on the the arrow or number(s) to view all of the pages of the business process chart.