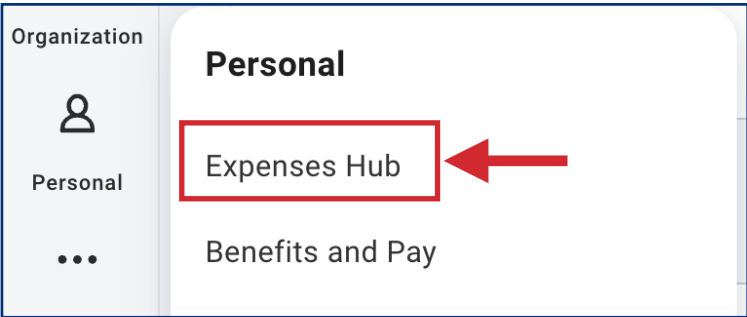


Workday Expenses Hub Job Aid

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

**Expenses Hub**

**Overview**

**Expense Reports**

**Expense Transactions**

**Payment Elections**



Click to expand/collapse tabs

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

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

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

View and manage payment elections for reimbursements and regular pay.

Table of Contents

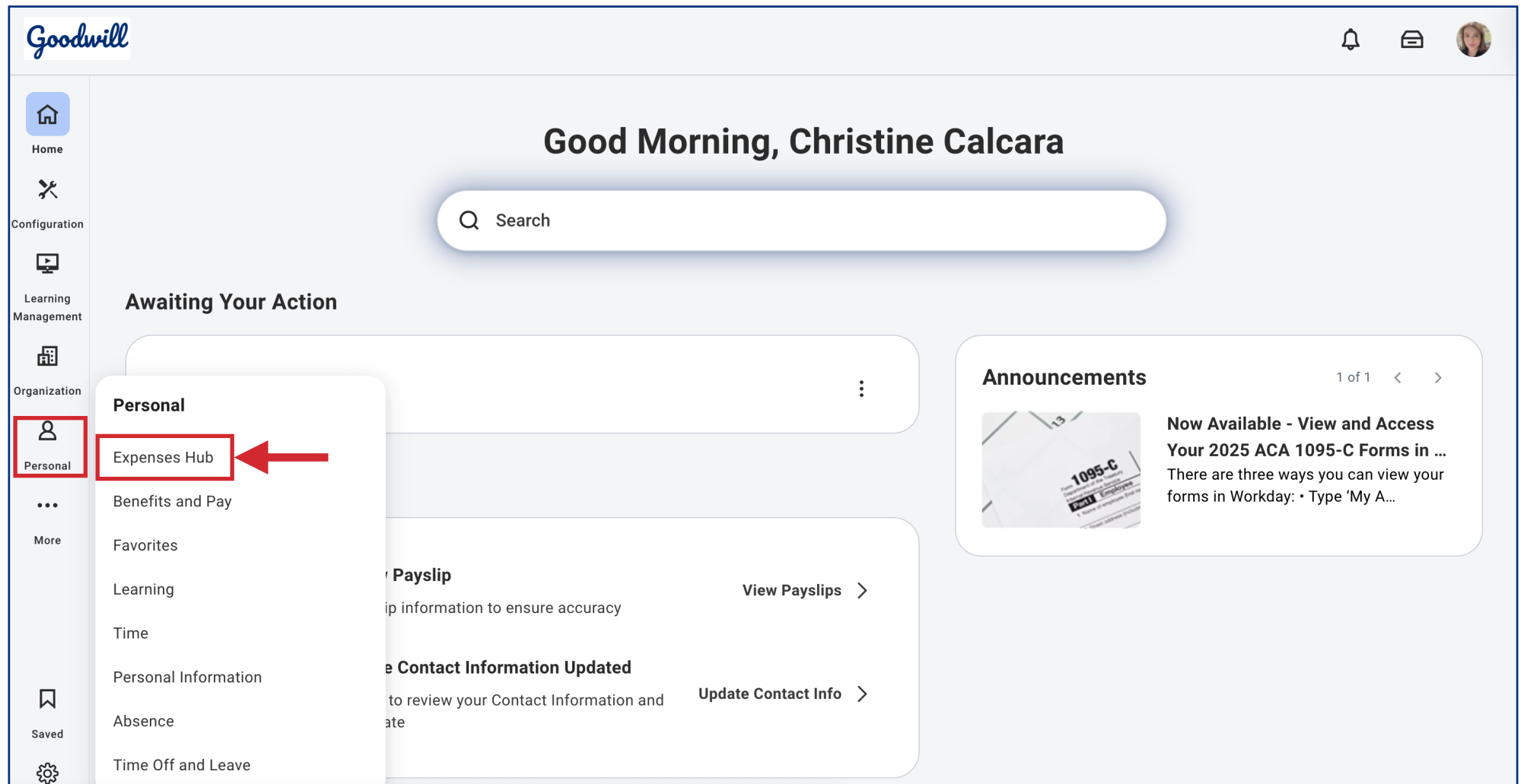
Note: Click the links to navigate directly to each resource! Click the *Table of Contents* button at the bottom of each page to return to the Table of Contents.

Table of Contents

Expenses Hub App Overview and Features	Page 1
How to Access the Workday Expenses Hub App	Page 3
How to Setup Payment Elections for Reimbursements	Pages 4-5
How to Create an Expense Report for Personal Mileage Reimbursement	Pages 6-13
How to Monitor the Status of a Submitted Expense Report	Pages 14-17
Workday Expenses Hub: Basic Course (Non-Cardholders) <i>Click this link to access the self-paced CBT course!</i>	External Link to LMS

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”.

Payment Elections Requiring Setup 1 item			
Pay Type	Default Payment Type	Description	Action
Expense Reimbursement	Check	No elections found.	Add

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

Pay Type	Expense Reimbursement		
Person	Christine McBride		
Default Country	United States of America		
Default Currency	USD		
Number of Elections Allowed	1		

Payment Elections 1 item			
	Order	*Country	*Currency
		 United States of America	 USD

☒ Direct Deposit
☐ Pay Card
Search

 Direct Deposit

Account
 Chase *****1111

Balance / Amount / Percent
 Balance

[OK](#) [Cancel](#)

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.

How to Setup Payment Elections for Reimbursements

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

Pay Type: Expense Reimbursement
Person: Christine McBride
Default Country: United States of America
Default Currency: USD
Number of Elections Allowed: 1

Payment Elections: 1 item

Order	*Country	*Currency	Account	*Balance / Amount / Percent
1	United States of America	USD	Chase *****1111	Balance

OK Cancel

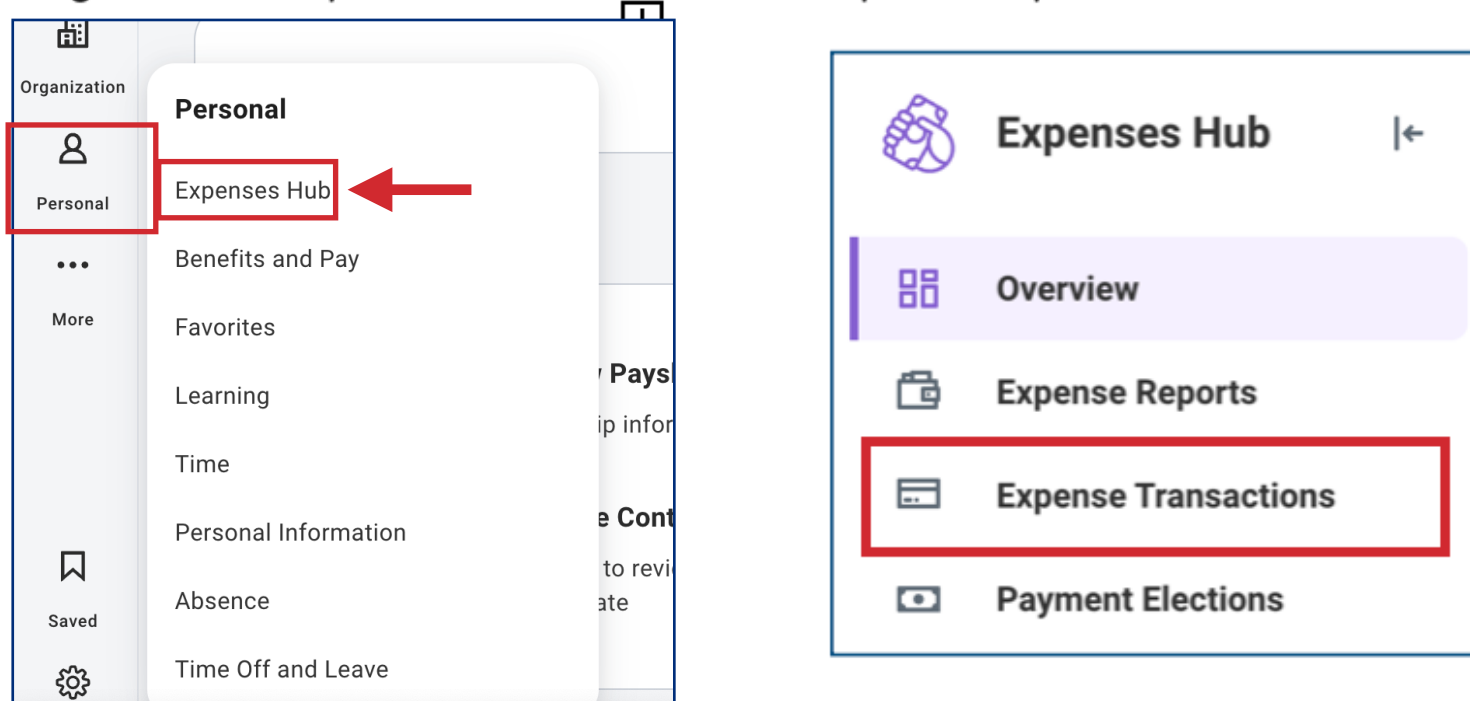
Note: If a team member has multiple bank accounts on file in Workday and they have set up their payment election of their regular payments to distribute their payments across multiple bank accounts by amount and/or percentage team members can similarly distribute their payments for reimbursements according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

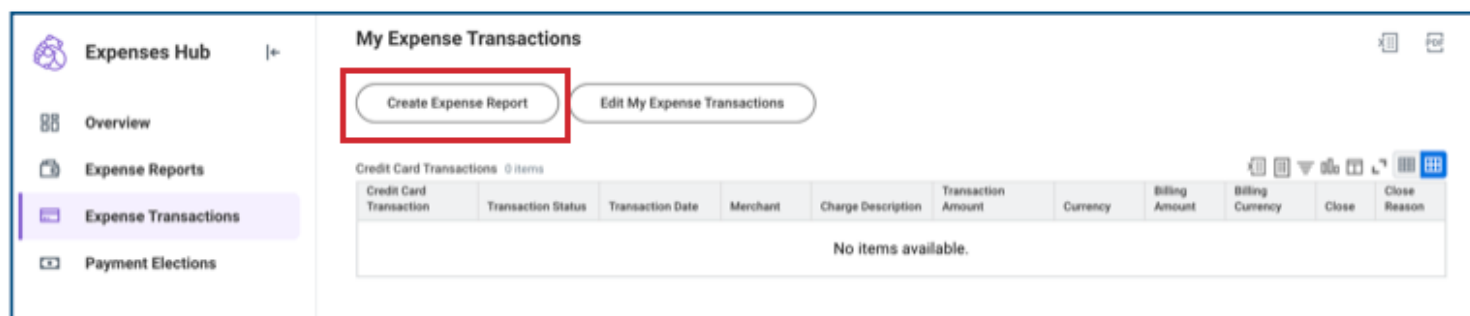
Pay Type	Payment Type	Account	Account Number	Distribution	Action
Regular	Direct Deposit	Chase *****1111	*****1111	Balance Yes	Edit
Expense Reimbursement	Direct Deposit	Chase *****1111	*****1111	Balance Yes	Edit

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”

The screenshot shows the 'Expense Report Information' form. The 'Expense Report For' field is set to 'Employee: Christine McBride (On Leave)'. The 'Creation Options' section has two radio buttons: 'Create New Expense Report' (selected) and 'Copy Previous Expense Report' (unselected). Below the radio buttons is a text input field.

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.

Memo

★ Christine McBride Expense Report - August 2024

Company

★

×

 Goodwill of Central & Northern Arizona ...

⋮

Expense Report Date

★ 08/08/2024

📅

Company on Expense Line

★

×

 Goodwill of Central & Northern Arizona ...

⋮

IMPORTANT! DO NOT CHANGE THE COMPANY FIELD!

Memo

★ Christine McBride Expense Report - August 2024

Company

★

×

 Goodwill of Central & Northern Arizona ...

⋮

Expense Report Date

★ 08/08/2024

📅

Company on Expense Line

★

×

 Goodwill of Central & Northern Arizona ...

⋮

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.

Company

★

×

 Goodwill of Central & Northern Arizona ...

⋮

Expense Report Date

★ 08/06/2024

📅

Company on Expense Line

★

×

 Goodwill of Central & Northern Arizona ...

⋮

Cost Center

★

×

 150515 Human Resources ...

⋮

Region

★

×

 Human Resources ...

⋮

Business Unit

★

×

 Administrative Overhead ...

⋮

Additional Worktags

⋮

Credit Card Transactions

Select All ☐

Company on Expense Line

★

×

 Goodwill of Central & Northern Arizona ...

⋮

Search

←

 Intercompany Affiliate Companies

Cost Center

★

×

 AGES Arizona Goodwill Education Services

Region

★

×

 Goodwill of Central & Northern Arizona

Business Unit

★

×

 Goodwill of Central & Northern Arizona Foundation

Additional Worktags

⋮

Credit Card Transaction

⋮

Select All

☐

OK

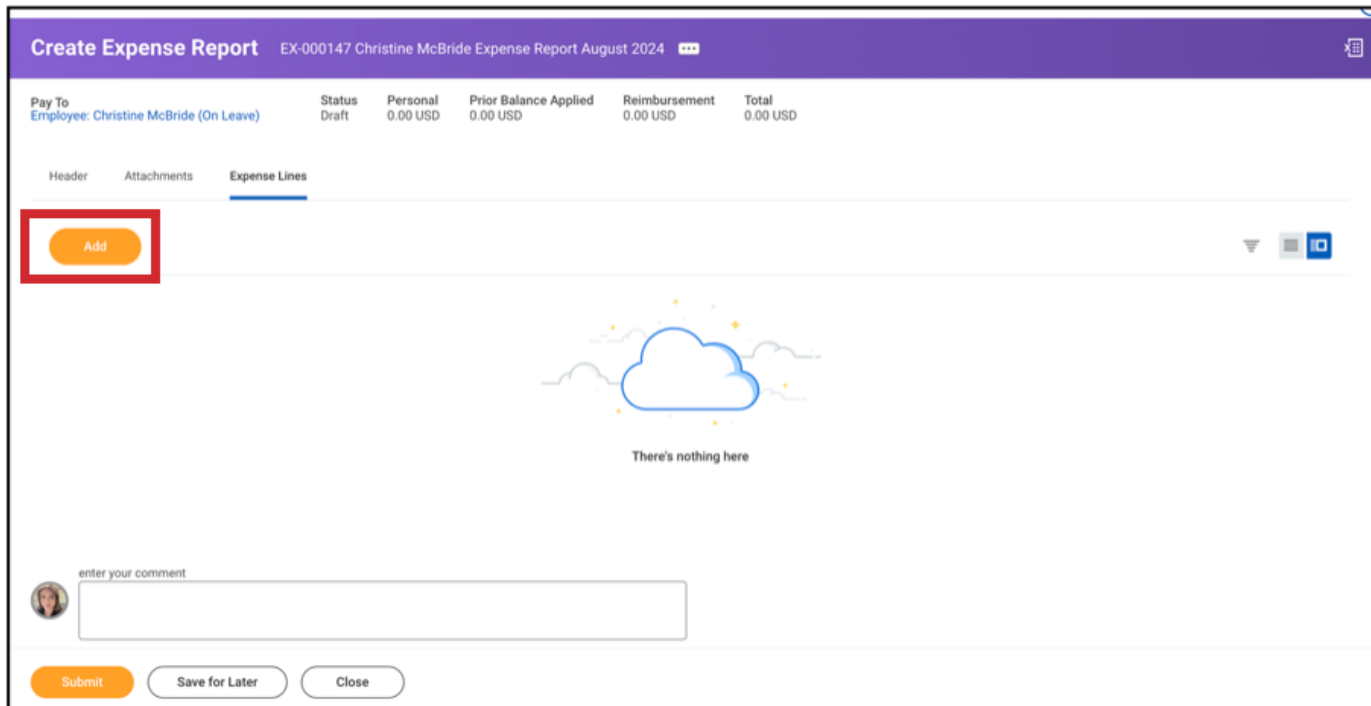
Cancel

How to Create an Expense Report for Personal Mileage Reimbursement

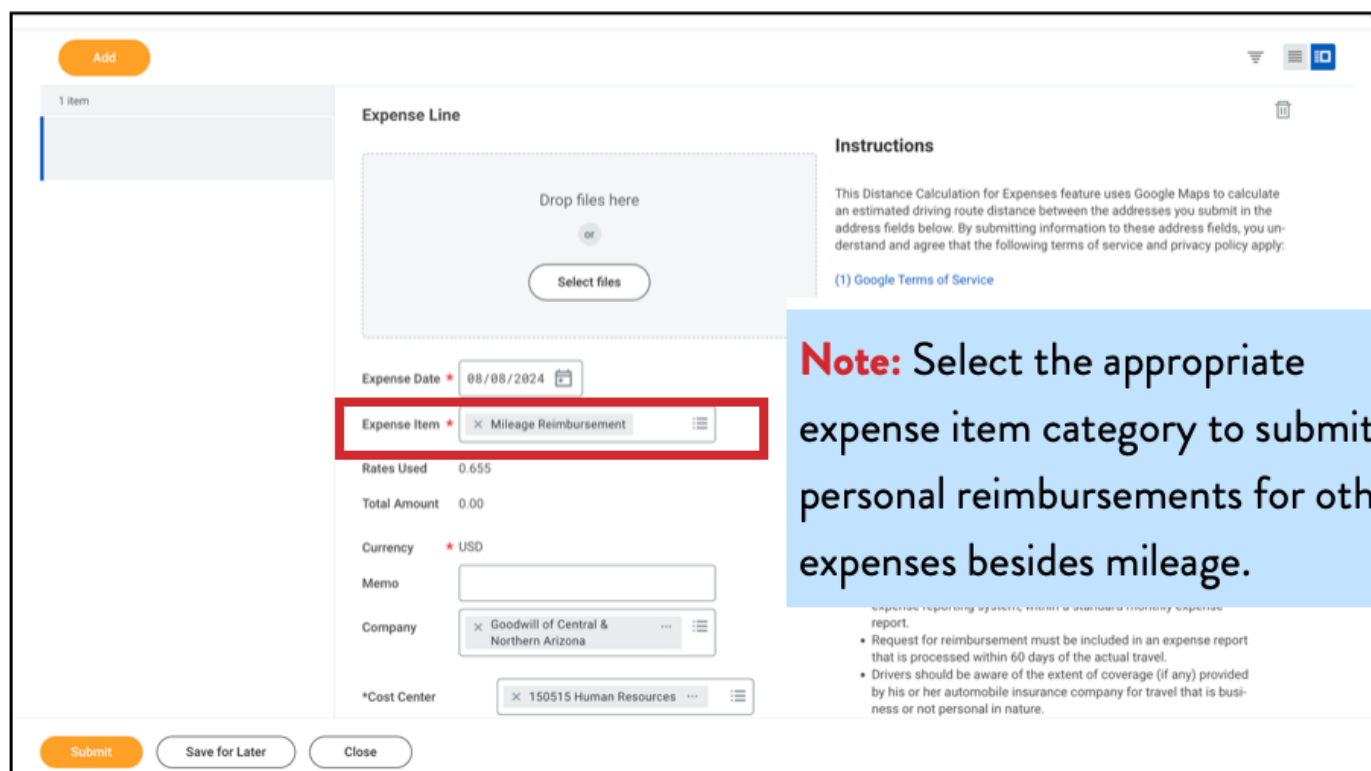
6. Click OK



7. Click Add

A screenshot of the 'Create Expense Report' form. The 'Add' button is highlighted with a red border. The form shows a header with 'Pay To: Employee: Christine McBride (On Leave)', 'Status: Draft', 'Personal: 0.00 USD', 'Prior Balance Applied: 0.00 USD', 'Reimbursement: 0.00 USD', and 'Total: 0.00 USD'. Below the header is a tabbed interface with 'Header', 'Attachments', and 'Expense Lines'. The 'Expense Lines' tab is active, showing a large empty area with a cloud icon and the text 'There's nothing here'. At the bottom, there is a comment field and buttons for 'Submit', 'Save for Later', and 'Close'.

8. Select “Mileage Reimbursement” under Expense Item

A screenshot of the 'Expense Line' form. The 'Expense Item' dropdown is highlighted with a red border, showing 'Mileage Reimbursement' selected. The form includes fields for 'Expense Date' (08/08/2024), 'Rates Used' (0.655), 'Total Amount' (0.00), 'Currency' (USD), 'Memo', 'Company' (Goodwill of Central & Northern Arizona), and '*Cost Center' (150515 Human Resources). A blue note box is overlaid on the right side of the form, stating: 'Note: Select the appropriate expense item category to submit for personal reimbursements for other expenses besides mileage.' The form also includes a 'Drop files here' section and a 'Select files' button. At the bottom, there are buttons for 'Submit', 'Save for Later', and 'Close'.

How to Create an Expense Report for Personal Mileage Reimbursement

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

Expense Date * 08/08/2024

Expense Item * Mileage Reimbursement

Rates Used 0.655

Total Amount 0.00

Currency * USD

Memo

Company * Goodwill of Central & Northern Arizona

*Cost Center * 150515 Human Resources

*Region * Human Resources

*Business Unit * Administrative Overhead

Additional Worktags

powered by Google

4 Errors and 1 Alert

Personal Car Mileage Reimbursement:

- Mileage reimbursement for personal car use for business purposes.
- Reimbursement for use of a personal automobile is based on the Company's mileage reimbursement rate. This rate is subject to change annually based on IRS guidelines.
- Mileage reimbursement is intended to cover gas, vehicle maintenance and insurance.
- All mileage reimbursement must be processed through the online expense reporting system, within a standard monthly expense report.
- Request for reimbursement must be included in an expense report that is processed within 60 days of the actual travel.
- Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Deductible/Non-Deductible Mileage

- Commute miles (from/to home to/from assigned work location) are not reimbursed.
- If commuting to another work location, mileage will only be reimbursed in excess of the normal commute from/to home/work.
- Individuals receiving an Auto Allowance will not be reimbursed for business mileage incurred.

Item Details

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.

Currency * USD

Memo Off Site Meeting

Company * Goodwill of Central & Northern Arizona

*Cost Center * 150515 Human Resources

*Region * Human Resources

*Business Unit * Administrative Overhead

Additional Worktags

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.

Item Details

Origin Address

*

×

Home Address

⋮

Destination Address

*

×

2626 West Beryl Avenue,
Phoenix, AZ, USA

⋮

Unit of Measure for Distance

Miles

Estimated Distance of Driving Route

*

9.4

One-Way Daily Commute Distance

9.4

Round Trip

☐

Distance to Expense

*

0

Receipt Included

☐

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.

Item Details

Origin Address

*

×

Home Address

⋮

Destination Address

*

×

8325 West Glendale Avenue,
Glendale, AZ, USA

⋮

Unit of Measure for Distance

Miles

Estimated Distance of Driving Route

*

15.4

One-Way Daily Commute Distance

0

Round Trip

☐

Distance to Expense

*

15.4

Receipt Included

☐

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



Item Details

Origin Address

*

×

Home Address

⋮

Destination Address

*

×

8325 West Glendale Avenue,
Glendale, AZ, USA

⋮

Unit of Measure for Distance

Miles

Estimated Distance of Driving Route

*

15.4

One-Way Daily Commute Distance

9.4

Round Trip

☐

Distance to Expense

*

6

Receipt Included

☐

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.



Item Details

Origin Address

*

×

Home Address

⋮

Destination Address

*

×

8325 West Glendale Avenue,
Glendale, AZ, USA

⋮

Unit of Measure for Distance

Miles

Estimated Distance of Driving Route

*

15.4

One-Way Daily Commute Distance

9.4

Round Trip

☒

Distance to Expense

*

12

Receipt Included

☐

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.

Pay To
Employee: Christine McBride (On Leave)

Status
Draft

Personal
0.00 USD

Prior Balance Applied
0.00 USD

Reimbursement
6.16 USD

Total
6.16 USD

Header

Attachments

Expense Lines

Add

2 Items

Sort By: ▾

Fri, Aug 9

Mileage Reimbursement Example6.16 USD

Expense Line

Drop files here

or

Select files

Expense Date *08/09/2024

Expense Item *X Mileage Reimbursement

Rates Used0.655

Total Amount6.16

Instructions

This Distance Calculation for Expenses feature uses Google Maps to calculate an estimated driving route distance between the addresses you submit in the address fields below. By submitting information to these address fields, you understand and agree that the following terms of service and privacy policy apply:

(1) Google Terms of Service

(2) Google Maps/Google Earth Additional Terms of Service

(3) Google Privacy Policy

powered by Google

Personal Car Mileage Reimbursement:

- Mileage reimbursement for personal car use for business purposes.
- Reimbursement for use of a personal automobile is based on the Company's mileage reimbursement rate. This rate is subject to

Submit

Save for Later

Close

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

Pay To
Employee: Christine McBride (On Leave)

Status
Draft

Personal
0.00 USD

Prior Balance Applied
0.00 USD

Reimbursement
6.16 USD

Total
6.16 USD

Header

Attachments

Expense Lines

Add

2 Items

Sort By: ▾

Fri, Aug 9

Mileage Reimbursement Example6.16 USD

Expense Line

Drop files here

or

Select files

Expense Date *08/09/2024

Expense Item *X Mileage Reimbursement

Rates Used0.655

Total Amount6.16

Instructions

This Distance Calculation for Expenses feature uses Google Maps to calculate an estimated driving route distance between the addresses you submit in the address fields below. By submitting information to these address fields, you understand and agree that the following terms of service and privacy policy apply:

(1) Google Terms of Service

(2) Google Maps/Google Earth Additional Terms of Service

(3) Google Privacy Policy

powered by Google

Personal Car Mileage Reimbursement:

- Mileage reimbursement for personal car use for business purposes.
- Reimbursement for use of a personal automobile is based on the Company's mileage reimbursement rate. This rate is subject to

Submit

Save for Later

Close

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.

Expenses Hub

Overview

Expense Reports

Expense Transactions

Payment Elections

My Expense Reports

Christine McBride (On Leave)

Create Expense Report

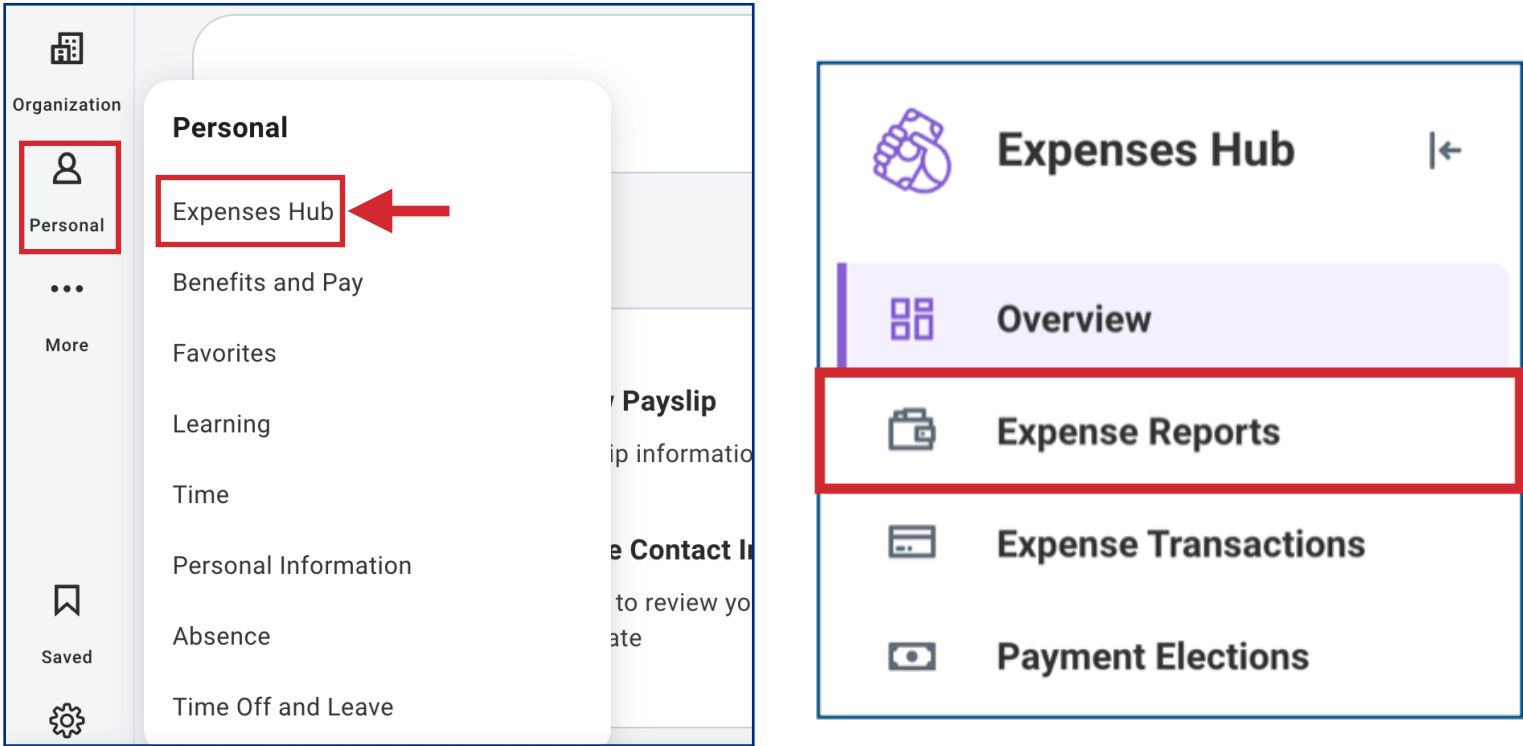
My Expense Reports

6 items

Expense Report	Actions	Expense Report Date	Status	Memo	Total Amount	Reimbursement Amount	Worker Paid	Personal Amount	Currency
EX-000149		08/09/2024	Canceled	Example	17.88	17.88		0.00	USD
EX-000150	Actions	08/09/2024	Waiting on Cost Center Manager	Example 2	20.37	20.37		0.00	USD
EX-000148	Actions	08/08/2024	Waiting on Cost Center Manager	Christine McBride Expense report - August 2024	17.88	17.88		0.00	USD
EX-000147	Actions	08/08/2024	Draft	Christine McBride Expense report August 2024	6.75	6.75		0.00	USD
EX-000140	Actions	08/07/2024	Draft	Christine McBride Expense report August 2024	17.88	17.88		0.00	USD
EX-000130		08/05/2024	Canceled	Example Expense Report	0.00	0.00		0.00	USD

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.

The screenshot shows the 'My Expense Reports' table for user 'Jessica Sample'. The 'Status' column is highlighted with a red box. The table contains 11 items.

Expense Report	Actions	Expense Report Date	Status	Memo	Total Amount	Reimbursement Amount	Worker Paid	Comp F Cr C Amo
EX-000138	Actions	08/06/2024	Waiting on Cost Center Manager	Jessica Sample Expense Report - July 2024	27.00	0.00		27
EX-000139	Actions	08/06/2024	Approved	expense report to test approval for >\$10k	10,500.00	10,500.00		
EX-000126	Actions	08/02/2024	Approved	testing approval for 5-10k	5,100.00	0.00		5,100
EX-000107		07/31/2024	Paid	Expense Report with multiple cost centers	1,900.00	1,900.00	Yes	
EX-000104		07/31/2024	Canceled	Jessica Sample July expense report via desktop app on my phone	15.00	0.00		15
EX-000105	Actions	07/31/2024	Sent Back	Jessica Sample expense report for Hotel	1,850.54	300.00		1,550
EX-000106	Actions	07/31/2024	Draft	Expense report over the dollar	110,000.00	110,000.00		

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.

Expenses Hub

Overview

Expense Reports

Expense Transactions

Payment Elections

My Expense Reports

Jessica Sample

Create Expense Report

Find Expense Reports

My Expense Reports

Expense Report	Actions	Expense Report Date	Status	Memo	Total Amount	Reimbursement Amount	Worker Paid	Comp P Cr C Amo
EX-000138	Actions	08/06/2024	Waiting on Cost Center Manager	Jessica Sample Expense Report - July 2024	27.00	0.00		27
EX-000139	Actions	08/06/2024	Approved	expense report to test approval for >\$10k	10,500.00	10,500.00		
EX-000126	Actions	08/02/2024	Approved	testing approval for 5-10k	5,100.00	0.00		5,100
EX-000107		07/31/2024	Paid	Expense Report with multiple cost centers	1,900.00	1,900.00	Yes	
EX-000104		07/31/2024	Canceled	Jessica Sample July expense report via desktop app on my phone	15.00	0.00		15
EX-000105	Actions	07/31/2024	Sent Back	Jessica Sample expense report for Hotel	1,850.54	300.00		1,550
EX-000106	Actions	07/31/2024	Draft	Expense report over the dollar	110,000.00	110,000.00		

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

Expenses Hub

Overview

Expense Reports

Expense Transactions

Payment Elections

My Expense Reports

Jessica Sample

Create Expense Report

Find Expense Reports

My Expense Reports

Expense Report	Actions	Expense Report Date	Status	Memo	Total Amount	Reimbursement Amount	Worker Paid	Comp P Cr C Amo
EX-000138	Actions	08/06/2024	Waiting on Cost Center Manager	Jessica Sample Expense Report - July 2024	27.00	0.00		27
EX-000139	Actions	08/06/2024	Approved	expense report to test approval for >\$10k	10,500.00	10,500.00		
EX-000126	Actions	08/02/2024	Approved	testing approval for 5-10k	5,100.00	0.00		5,100
EX-000107		07/31/2024	Paid	Expense Report with multiple cost centers	1,900.00	1,900.00	Yes	
EX-000104		07/31/2024	Canceled	Jessica Sample July expense report via desktop app on my phone	15.00	0.00		15
EX-000105	Actions	07/31/2024	Sent Back	Jessica Sample expense report for Hotel	1,850.54	300.00		1,550
EX-000106	Actions	07/31/2024	Draft	Expense report over the dollar	110,000.00	110,000.00		

How to Monitor the Status of a Submitted Expense Report

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

View Expense ReportEX-000138 Jessica Sample Expense Report - July 2024

Pay ToEmployee: Jessica Sample

StatusWaiting on Cost Center Manager

Personal0.00 USD

Company Paid27.00 USD

Prior Balance Applied0.00 USD

Reimbursement0.00 USD

Total27.00 USD

Header

Attachments

Business Process

Expense Lines

2 itemsSort By: ▾

Sun, Jul 28

Breakfast

Coffee with Mission Team Member

12.00 USD

Breakfast

Example memo

15.00 USD

Expense Line

Screenshot 2024-08-07 at 9.44.57 AM.png

Uploaded by Jessica Sample

Comment (empty)

Credit Card Transaction

07/28/2024 12.00 USD

Expense Date

★ 07/28/2024

Expense Item

★ Breakfast

Total Amount

12.00

Currency

★ USD

Item Details

Number of Persons ★ 2

Itemization

Remaining Amount to Itemize0.00/12.00 USD

View Details

2 items

Memo

Coffee with Mission Team Member

Breakfast

Sun, Jul 28, 2024

4.00 USD

Go to Expenses Hub

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

View Expense ReportEX-000138 Jessica Sample Expense Report - July 2024

Pay ToEmployee: Jessica Sample

StatusWaiting on Cost Center Manager

Personal0.00 USD

Company Paid27.00 USD

Prior Balance Applied0.00 USD

Reimbursement0.00 USD

Total27.00 USD

Header

Attachments

Business Process

Expense Lines

Business Process31 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
	Director						
Expense Report Event	Approval by Construction Vice President	Not Required				0	
Expense Report Event	Approval by Fleet Warehouse Manager	Not Required				0	
Expense Report Event	Approval by Fleet Warehouse Director	Not Required				0	
Expense Report Event	Approval by Fleet Warehouse Senior Director	Not Required				0	
Expense Report Event	Approval by Fleet Warehouse VP	Not Required				0	
Expense Report Event	Approval by Cost Center Manager (All)	Awaiting Action			Bobby Ghisolfo (Cost Center Manager)	1	

Items per page30 ▾1-30 of 31 items<<<12>>>

Go to Expenses Hub

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16

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.

View Expense ReportEX-000138 Jessica Sample Expense Report - July 2024

Pay ToEmployee: Jessica Sample

StatusWaiting on Cost Center Manager

Personal0.00 USD

Company Paid27.00 USD

Prior Balance Applied0.00 USD

Reimbursement0.00 USD

Total27.00 USD

Header

Attachments

Business Process

Expense Lines

Business Process31 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
	Director						
Expense Report Event	Approval by Construction Vice President	Not Required				0	
Expense Report Event	Approval by Fleet Warehouse Manager	Not Required				0	
Expense Report Event	Approval by Fleet Warehouse Director	Not Required				0	
Expense Report Event	Approval by Fleet Warehouse Senior Director	Not Required				0	
Expense Report Event	Approval by Fleet Warehouse VP	Not Required				0	
Expense Report Event	Approval by Cost Center Manager (All)	Awaiting Action			Bobby Ghisolfo (Cost Center Manager)	1	

Items per page301-30 of 31 items12>>

Go to Expenses Hub

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

View Expense ReportEX-000138 Jessica Sample Expense Report - July 2024

Pay ToEmployee: Jessica Sample

StatusWaiting on Cost Center Manager

Personal0.00 USD

Company Paid27.00 USD

Prior Balance Applied0.00 USD

Reimbursement0.00 USD

Total27.00 USD

Header

Attachments

Business Process

Expense Lines

Business Process31 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Expense Report Event	Approval by Cost Center Manager (All)	Awaiting Action			Cindy Woodward (Cost Center Manager)	1	

Items per page3031-31 of 31 items<<12>>

Go to Expenses Hub