



Status of Expense Report

This will show you the process to look up where your expense report is in the reimbursement process.

TABLE OF CONTENTS

STATUS OF MY EXPENSE REPORT	2
<i>Navigating to Expense Reports</i>	<i>2</i>
<i>Reviewing Payroll Payments</i>	<i>5</i>

Pending – has not been submitted for approval and you need to take action. Please see the job aid Modify My Expense Report if you need assistance finding your saved expense reports to submit.

In Process – the Approver currently has it open

Submitted for Approval – Expense Report has been submitted to the Supervisor for approval by the employee (you)

Approvals in Process – Supervisor has approved the ER and it is waiting for the Next approver to Approve

Approved – All approvals has been completed, will be sent to Payroll for payment

Staged – Waiting for Payroll to confirm payment and send data back to the EX Module. This status should generally only be on an expense report for a few days. If one is in “Staged” status for a long time, contact STAR Support.

Paid – Payment has been processed and confirmed from payroll. You are now able to look up the “PayCheck Number” Please refer to Step 5.



STATUS OF MY EXPENSE REPORT

Navigating to Expense Reports

Access PeopleSoft Finance using the following link: <https://starfin.wi.gov>

Log in to PeopleSoft Finance using your IAM account.

- **STEP 1:** Navigate to the **FSCM Employee Self-Service** Home Page.



- **STEP 2:** Click on the **Travel and Expenses** tile. This will take you to the Travel and Expenses dashboard.



- **STEP 3:** Click on the **ESS Travel and Expenses** tile.





- **STEP 4:** The system defaults to “ESS Travel and Expenses”, highlighting the “View” option on the left navigation bar, with the corresponding Search Criteria on the right. Enter your Last Name in the “Name” field OR your Employee ID in the “Empl ID” field and click Search to get the list of all expense reports. The list will show the Status of all your expense reports, as shown below. Select the specific report you want to view.

The screenshot shows the 'ESS Travel and Expenses' interface. On the left is a navigation menu with 'View' highlighted. The main area is titled 'Expense Report' and contains a search form with fields for Report ID, Report Description, Name, Empl ID, Report Status, and Creation Date. A 'Search' button is visible at the bottom.

The screenshot shows the search results table. A callout box points to the first row of the table, which is highlighted in blue. The callout text says: "click on the transaction you would like more information on".

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000007500	(blank)	SELL,KIMBERLY	100061113	Pending	10/20/2015
0000007485	STARCOM October	SELL,KIMBERLY	100061113	Pending	10/19/2015
0000007484	Expenses STARCOM	SELL,KIMBERLY	100061113	Pending	10/19/2015
0000007482	STARCOM October	SELL,KIMBERLY	100061113	Pending	10/19/2015
0000007481	STARCOM TEST	SELL,KIMBERLY	100061113	Approved	10/19/2015



- **STEP 5:** The detail page will give you all the details of your expense report, see circled and notes within the example below.

View Expense Report Expense Details

KIMBERLY SELL Actions: Choose an Action

Business Purpose: Business Travel-Out of State Report: 0000007481 **Approved for Payment**

Description: STARCOM TEST Created: 10/19/2015 KIMBERLY SELL

Reference Last Updated: 10/19/2015 STACEY BEATTIE

Totals

Employee Expenses (3 Lines)	670.50 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee: 670.50 USD **Amount Due to Supplier: 0.00 USD**

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submitted On: 10/19/2015 Submitted By: KIMBERLY SELL

Approval History

You can see where the ER is at here, the **GREEN** check means the step was completed

Action	Role	Name	Date/Time
Submitted	Employee	KIMBERLY SELL	10/19/2015 2:21:24PM
Reassigned	HR Supervisor	JENNIFER MALY	10/19/2015 2:22:58PM
Approved	HR Supervisor	STACEY BEATTIE	10/19/2015 2:24:42PM
Approved	Prepay Auditor	STACEY BEATTIE	10/19/2015 2:27:15PM

Here you are able to see the Dates and Times of Steps

You can also click on the Expense Details hyperlink at the top right of page to get the full details of the expense(s) that was submitted.



Review Payroll Payments

- **Follow Steps 1 – 4 Above.** You will click on Review Payroll Payments instead of View on the left navigation bar. In the Name field, enter your last name and click Search.

The screenshot shows the 'ESS Travel and Expenses' interface. On the left is a navigation menu with 'Review Payroll Payments' highlighted. The main area is titled 'Employee Payroll Payment' and contains a search form. The form includes a 'Find an Existing Value' button, a 'Search Criteria' section with a dropdown set to 'Name' and a text input field containing a redacted name, and a 'Search' button with a link to 'Advanced Search'.

You will get a listing of your Payment Information and can scroll through to view each.

The screenshot shows the 'Employee Payroll Payment History' page. It features a search criteria section with fields for SetID (SHARE), Bank Code, Account, and Check #, along with a Search button. Below this is a 'Payroll Payment Information' section with details for Paycheck Number 905, Bank Code US022, Bank Account 1111, Payment Amount USD 33.09, Payment Date 01/21/2016, and Payment Status Paid. A table titled 'Payments' lists the following entry:

Type	ID	Descr	Status	Created	Amount
1 Exp Report	000003161	Local travel Oct - Dec 2015	Paid	12/22/2015	33.09 USD

At the bottom of the page are buttons for 'Return to Search', 'Previous in List', and 'Next in List'.

To assist with the search, you can also enter the following data in the Search Criteria:

SetID – should ALWAYS be SHARE Bank Code: US022 Account: 1401