



Employee Dashboard

Employee Dashboard – Proxy Trip Created on behalf of Employee

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Author: Carmen Garcia

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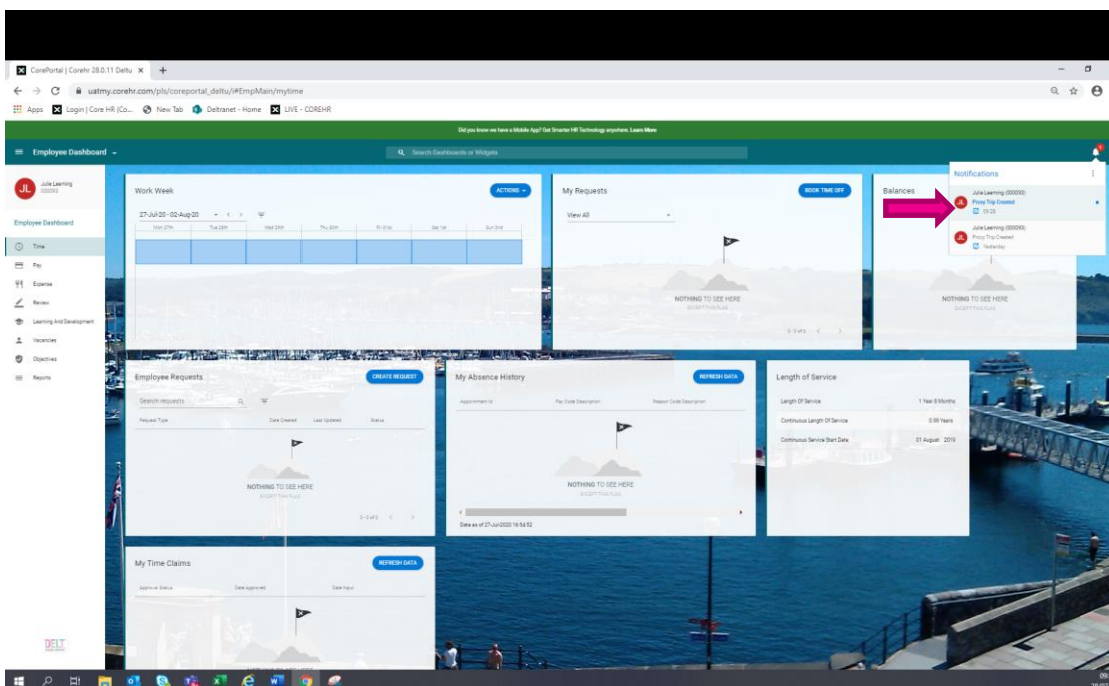
Overview

Managers can create an expense claim on behalf of employees in exceptional circumstances, for example, the employee is on sick leave etc. However, once the manager has submitted the claim to employee, the employee will have to review this claim and then submit it back to the manager for final sign off.

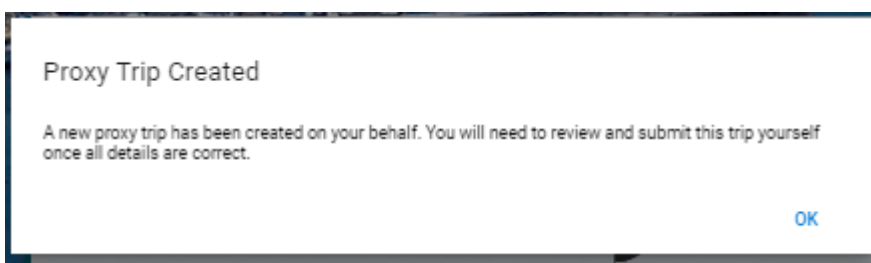
1. Manager submits claim on behalf of Employee

1.1.1 Notification – Proxy Trip Created on behalf of Employee by their Manager

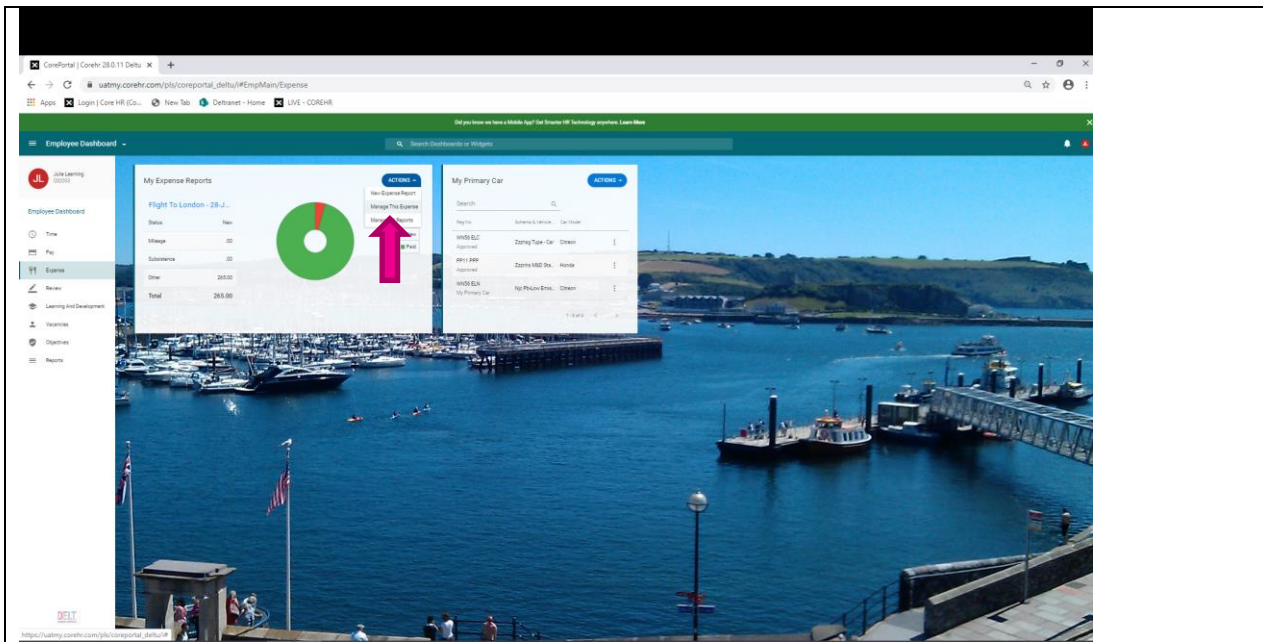
1. Employee to Log into ESS
2. Go to the Notifications – a notification history will appear 'Proxy Trip Created'
3. Click on this notification



4. The following message will appear. This message informs the Employee that they need to review and submit the claim.



5. Employee to go to the Expenses Module & click on 'Manage All Expenses'



6. A List detailing all Expenses will appear. Find the correct expense

Employee Dashboard

Expense Reports

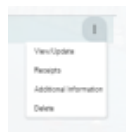
Employee Dashboard > Expense Reports

Search []

ID	Start Date	End Date	Expense Description	Approver	Time	Status
3566	28-Jul-2020	28-Jul-2020	Flight to London	Lorna Bailey	205.00	New
3548	31-Mar-2020	31-Mar-2020	Mileage tax	Lorna Bailey	30.00	Paid
3547	07-Apr-2020	07-Apr-2020	Mileage tax	Lorna Bailey	.00	New
2352	07-Oct-2019	07-Oct-2019	Expenses for UK Commencing 21 October 2019	Jarvis Morgan No Longer Valid	5,500.00	Paid
2348	14-Oct-2019	17-Oct-2019	Global Expenses	Jarvis Morgan No Longer Valid	687.50	Paid

NEW EXPENSE REPORT

7. Click on the Ellipses and select the View/Update



8. Check the details

Expense Reports

Expense Report (Item: 3966)
Employee Dashboard > Expense Reports > Expense Report (Item: 3966)

Required Fields

Start Date: 28-Jul-2020 End Date: 28-Jul-2020 Expense Description: Flight to London

Approval Of: Head Of Finance Cost Centre: 1714 1714 Approver: Lorna Bailey

Additional Options

Car Registration: WNS6 ELN

Total Claimed: 265.00 Number of Items: 1

[Click here for terms and conditions.](#)

Expense Items

Expense Type	Start Date	End Date	From	To	Rate	Value	
Air Fares	28-Jul-2020	28-Jul-2020	Essex	London		265.00	NEW EXPENSE ITEM

[SAVE](#) [SUBMIT](#)

9. Submit & accept the declaration

Accept Declaration

I confirm that all items claimed relate to required business travel and that I possess valid car insurance for any kilometers claimed.

10. The Expense report will move to the status of 'Submitted'

Expense Reports

Employee Dashboard > Expense Reports

Search:

ID	Start Date	End Date	Expense Description	Approver	Total	Status	
3966	28-Jul-2020	28-Jul-2020	Flight to London	Lorna Bailey	265.00	Submitted	NEW EXPENSE REPORT
3548	31-Mar-2020	31-Mar-2020	Mileage test	Lorna Bailey	30.00	Paid	
3547	07-Apr-2020	07-Apr-2020	Mileage test	Lorna Bailey	00	New	
3352	07-Oct-2019	07-Oct-2019	Expenses for wk Commencing 21 October 2019	Jane Morgan	5,000.00	Paid	
3348	14-Oct-2019	17-Oct-2019	Occasional Expenses	Jane Morgan	687.50	Paid	

11. Your manager will be informed, and they will now authorise the expense claim