



Employee Dashboard

Employee Dashboard – Proxy Trip Created on behalf of Employee

19/02/2024

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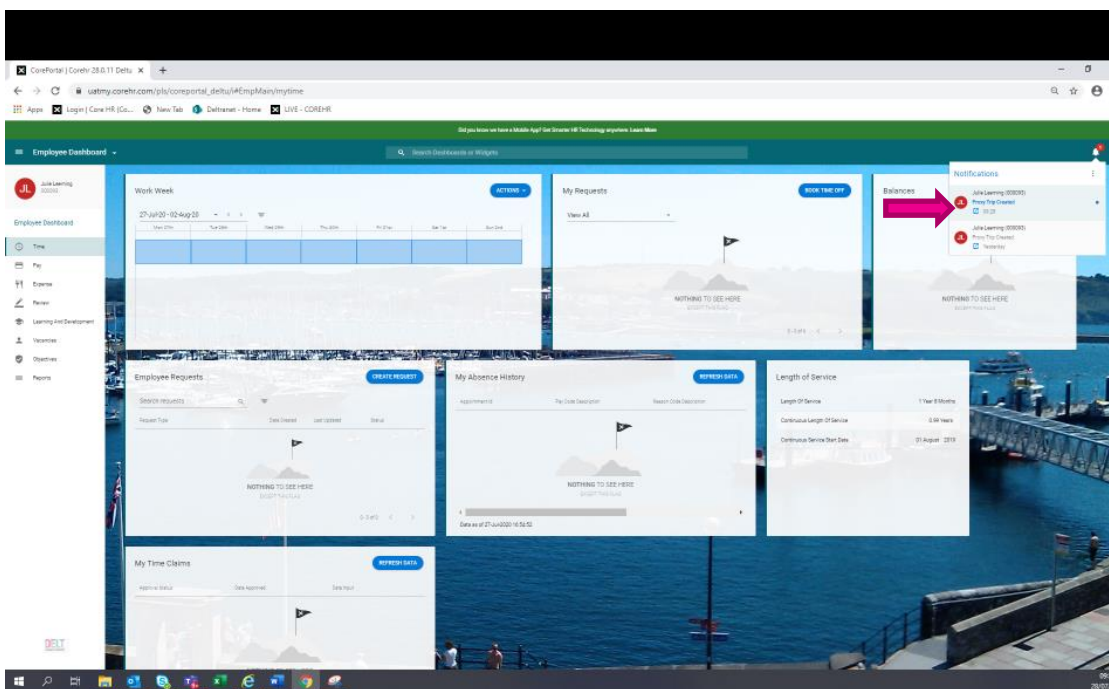
Overview

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.

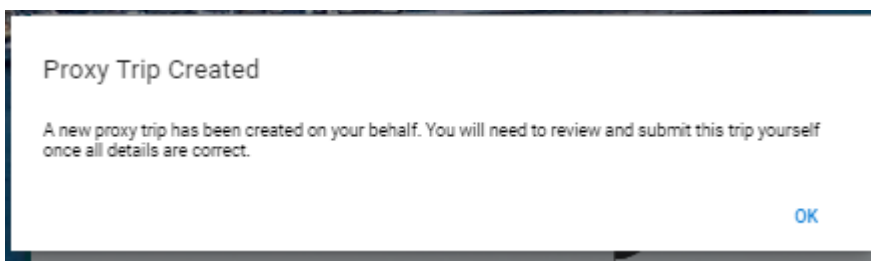
1. Manager submits claim on behalf of Employee

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

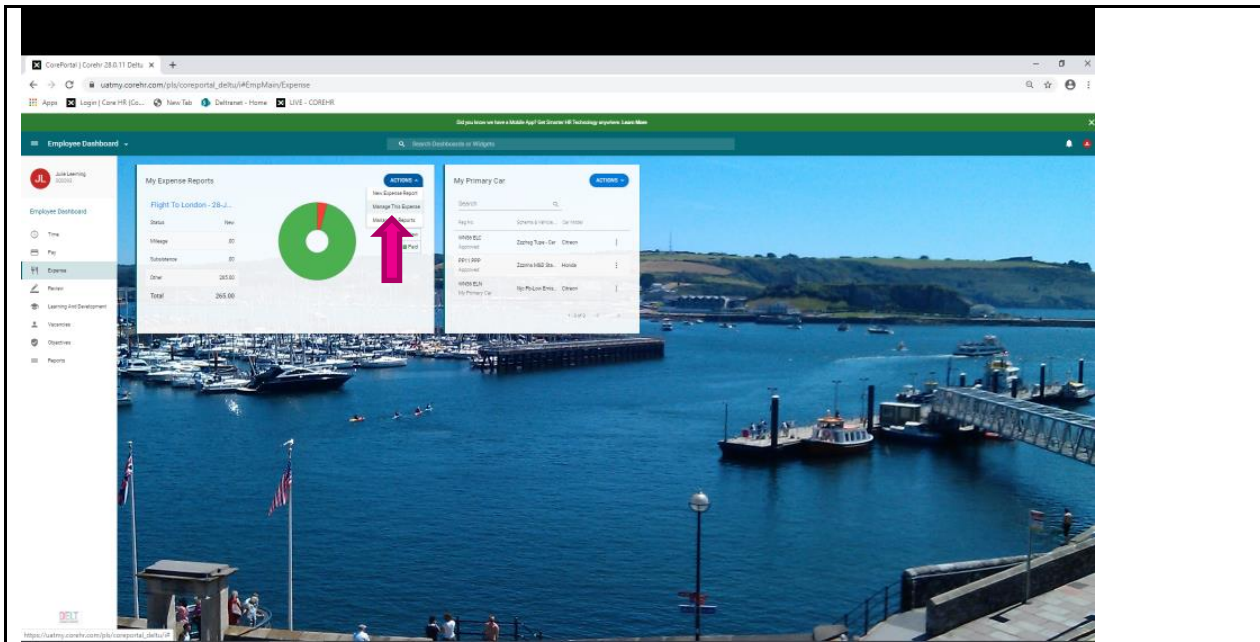
1. Employee to Log into ESS
2. Go to the Notifications – a notification will appear 'Proxy Trip Created'
3. Click on this notification



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

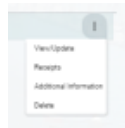
Employee Dashboard

Expense Reports

Employee Dashboard > Expense Reports

ID	Start Date	End Date	Expense Description	Expense	Total	Status
2458	28-Jul-2020	28-Jul-2020	Flight to London	Lorna Bailey	265.00	New
1548	31-Mar-2020	31-Mar-2020	Mileage van	Lorna Bailey	30.00	Paid
2527	07-Apr-2020	07-Apr-2020	Mileage mileage van	Lorna Bailey	00	New
2312	07-Oct-2019	07-Oct-2019	Expenses for van Commencing 07 October 2019	Janine Morgan No Longer Valid	0.000.00	Paid
2328	14-Oct-2019	17-Oct-2019	Company Expenses	Janine Morgan No Longer Valid	167.50	Paid

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



8. Check the details

Expense Reports

Expense Report (Item: 3956)

Employee Dashboard > Expense Reports > Expense Report (Item: 3956)

Required Fields

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

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

Additional Options

Car Registration: WND6 ELN

Total Claimed: 285.00 Number of Items: 1

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

Expense Items

Expense Type	Start Date	End Date	Name	To	Amount	Total
Air Fares	28-Jan-2020	28-Jan-2020	Quinn	London	285.00	285.00

[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.

[NO](#) [YES](#)

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	Requester	Total	Status
3956	28-Jan-2020	28-Jan-2020	Flight to London	Lorna Bailey	285.00	Submitted
3548	01-Nov-2020	01-Nov-2020	Management	Lorna Bailey	80.00	Paid
3547	07-Apr-2020	07-Apr-2020	Mobile mileage test	Lorna Bailey	.00	New
2852	07-Oct-2019	07-Oct-2019	Expenses for visit Commencing 07 October 2019	Jarrod Merges	5,000.00	Paid
2348	19-Oct-2019	17-Oct-2019	October Expenses	Jarrod Merges	687.50	Paid

[NEW EXPENSE REPORT](#)

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