Employee Dashboard

Employee Dashboard – Proxy Trip Created on behalf of Employee

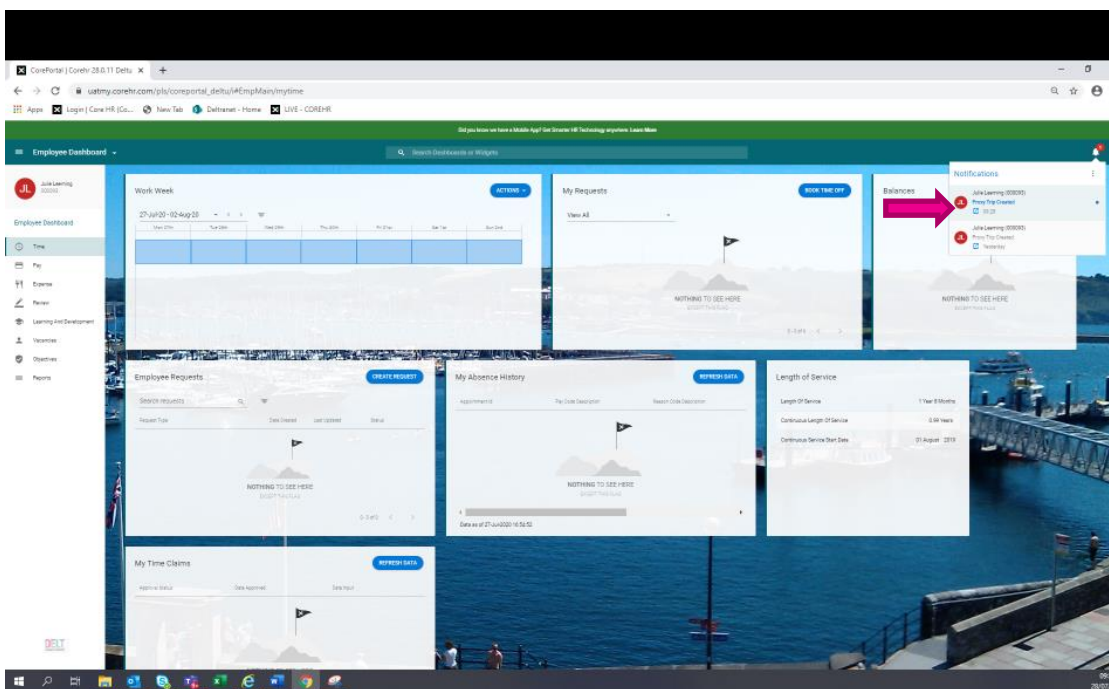19/02/2024

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Table of Contents

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.
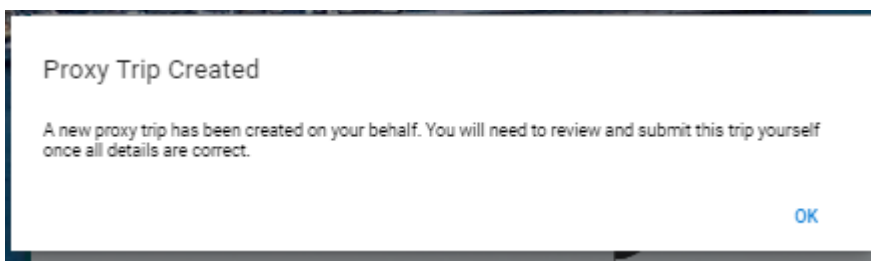
1.Manager submits claim on behalf of Employee

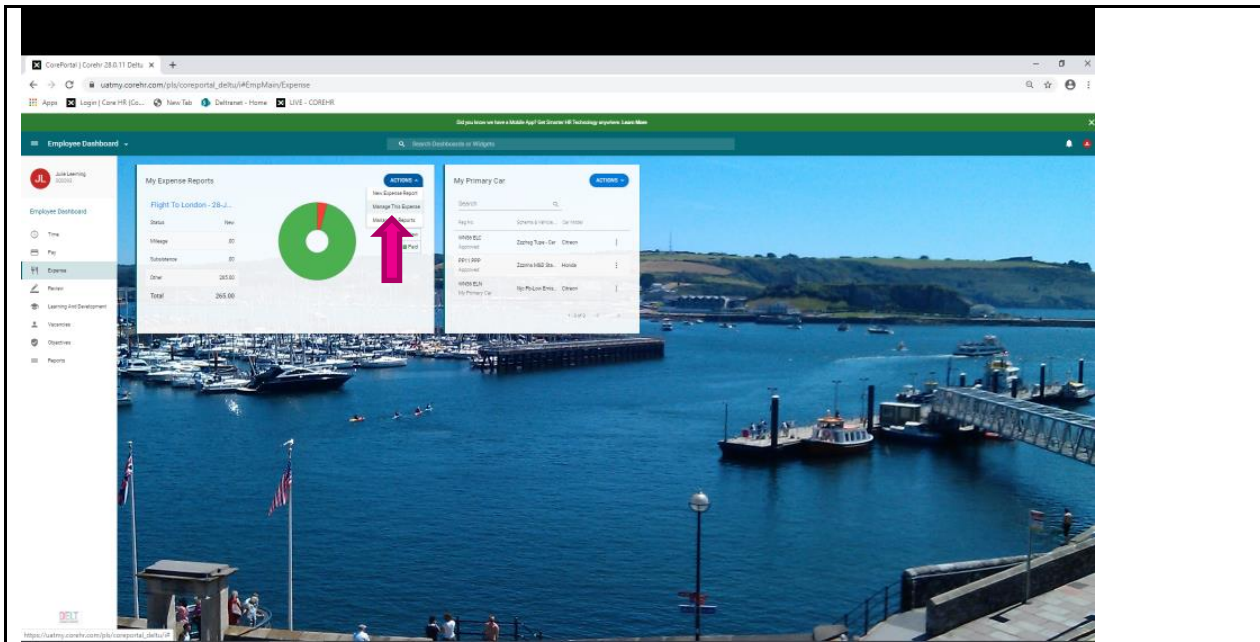**1.1.1 Notification – Proxy Trip Created on behalf of Employee by their Manager**

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.

Proxy Trip Created

A new proxy trip has been created on your behalf. You will need to review and submit this trip yourself once all details are correct.

OK

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

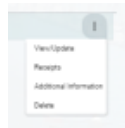6. A List detailing all Expenses will appear. Find the correct expense

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

8. Check the details

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'

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