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

Navigating to Expense Reports 2

Reviewing Payroll Payments 5

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.

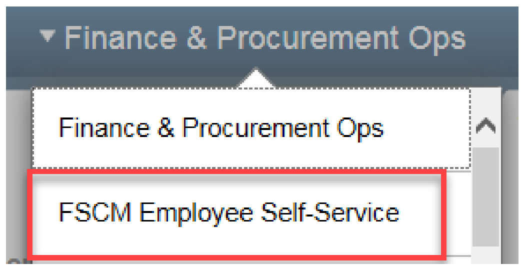
STATUS OF MY EXPENSE REPORT

Navigating to Expense Reports

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

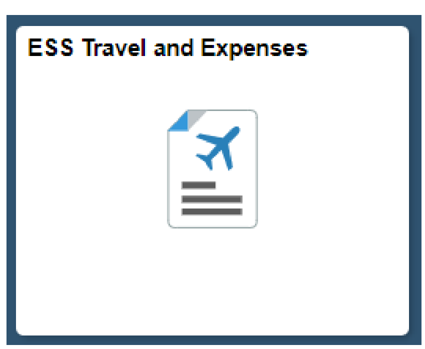
Log in to PeopleSoft Finance using your IAM account.

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

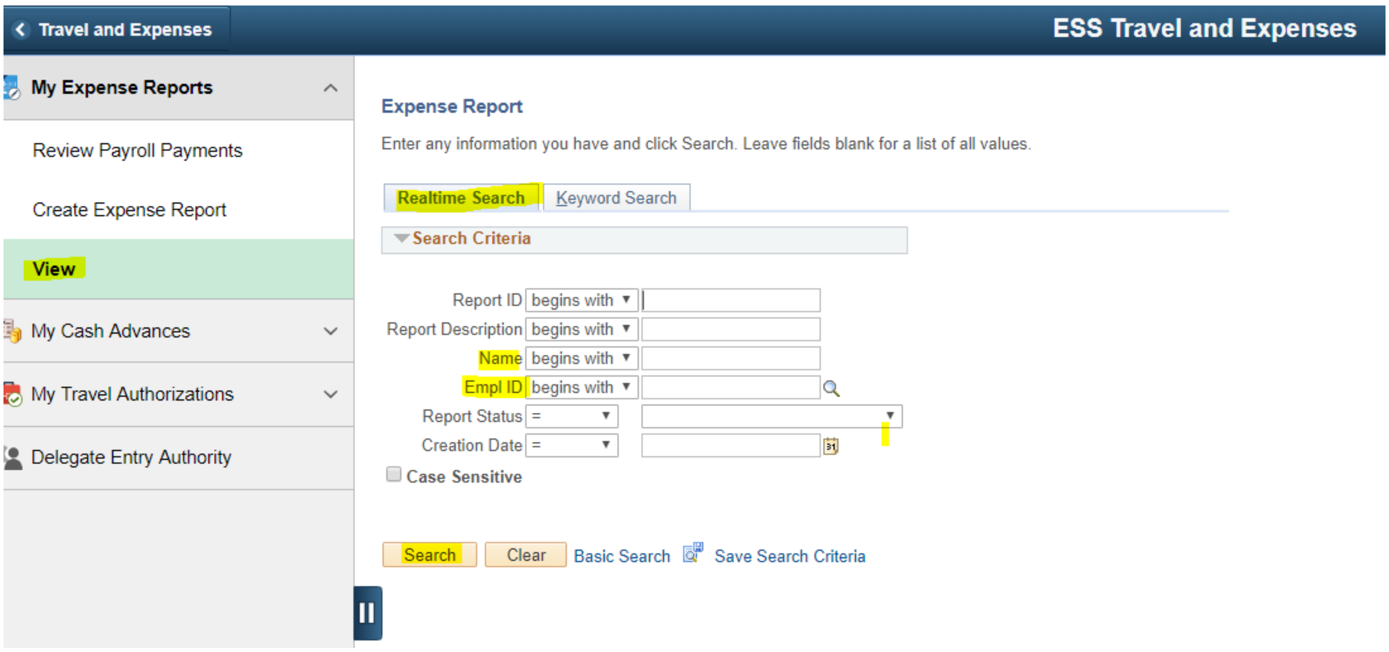


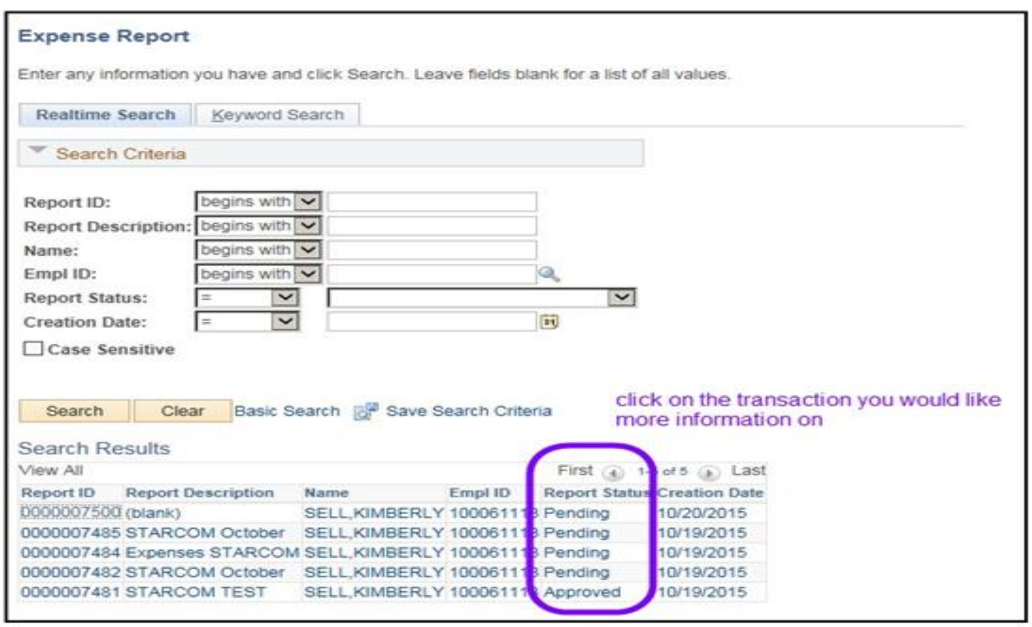
- **STEP 2:** Click on the **Travel and Expenses** tile. This will take you to the Travel and Expenses dashboard.

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

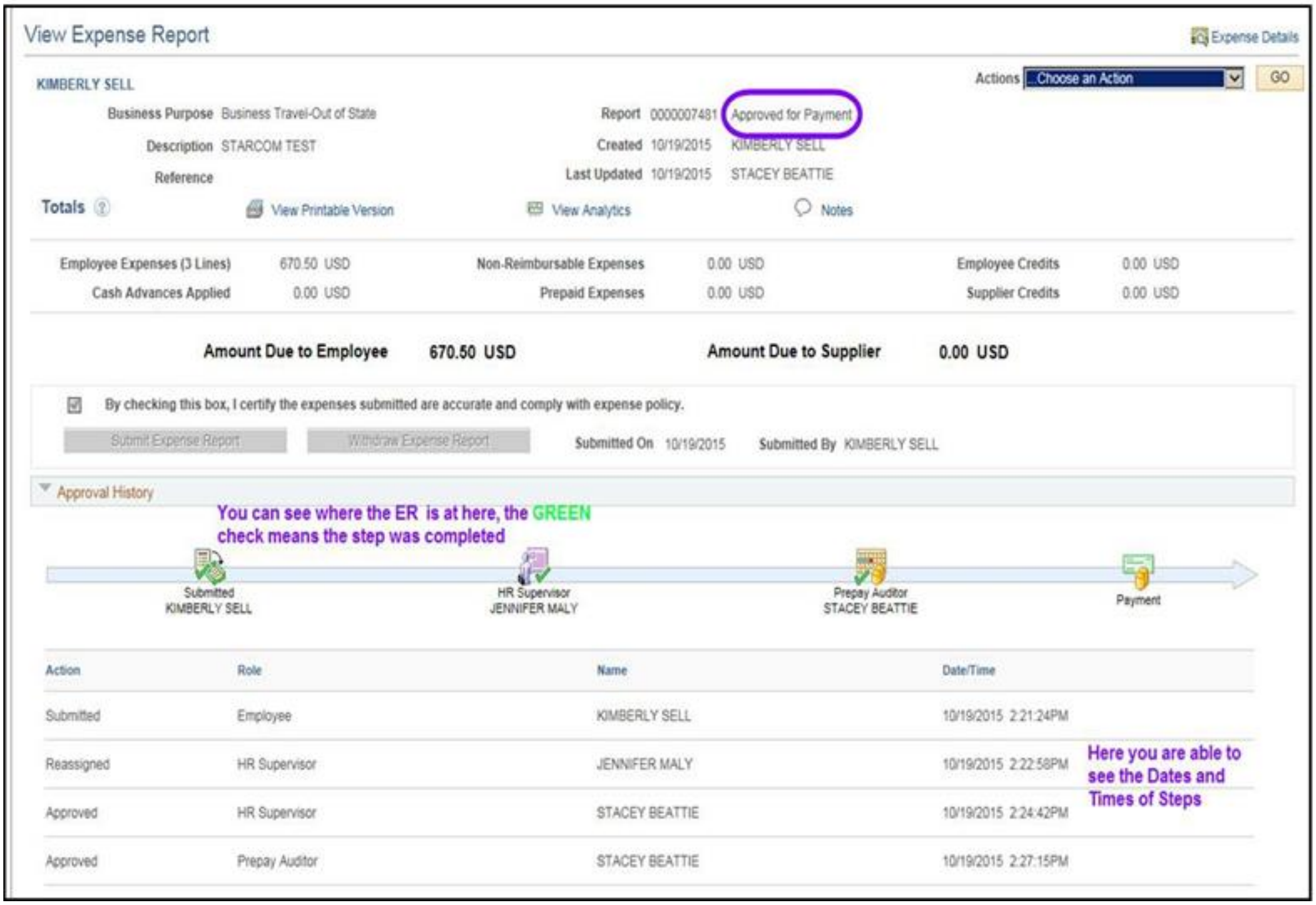


➢ **STEP 4:** The system defaults to “ESS Travel and Expenses”, highlighting the “View” option on the left navigation bar, with the corresponding Search Criteria on the right. Enter your Last Name in the “Name” field OR your Employee ID in the “Empl ID” field and click Search to get the list of all expense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





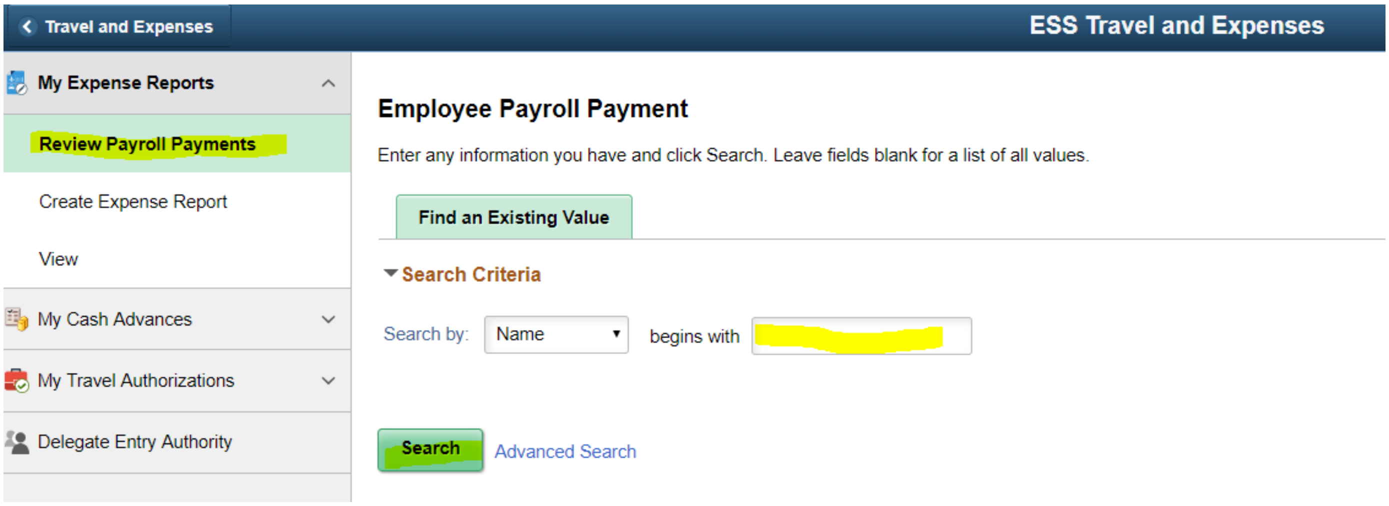
➢ **STEP 5:** The detail page will give you all the details of your expense report, see circled and notes within the example below.



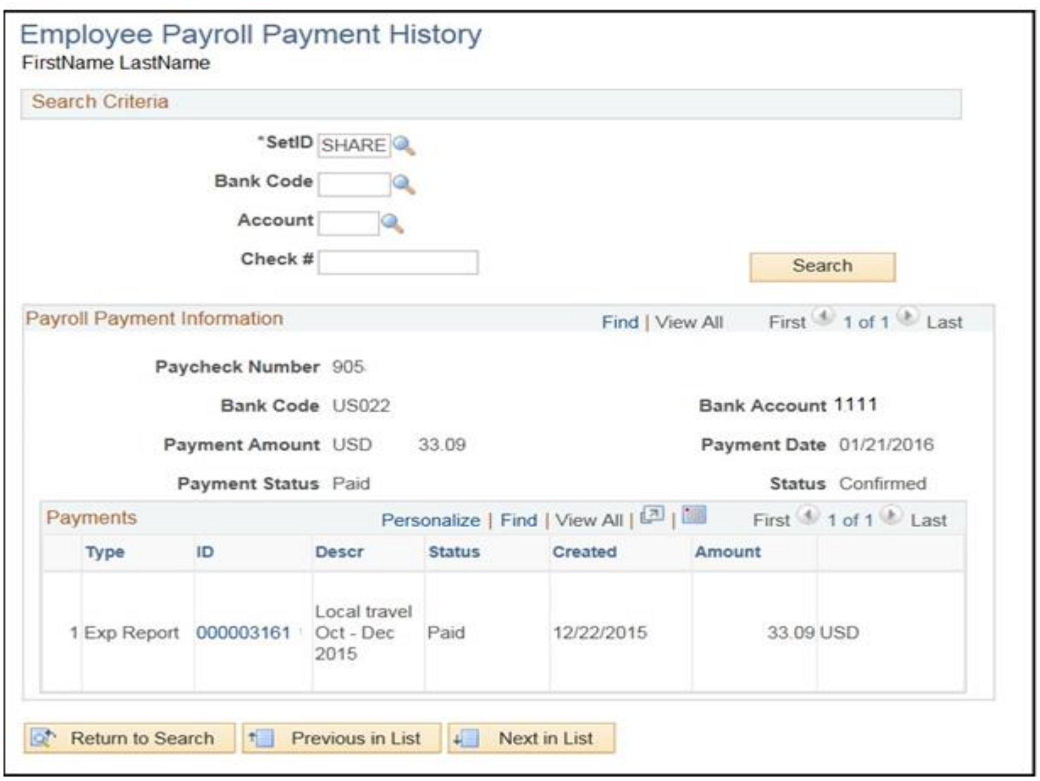
You can also click on the Expense Details hyperlink at the top right of page to get the full details of the expense(s) that was submitted.

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.



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



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