

How to Check Status of ERS Report(s)

ERS Reports can only be tracked by individual employees and not by budget/fund or unit name. This can create a problem when an employee does not submit their report because there is no easy way to follow up on it unless the employee or their delegate looks for it.

To avoid "losing" reports in ERS, we recommend that a Pending Folder be used to hold the original report information (receipts, worksheets, etc) until the reimbursement has been received by the employee.

- Create the ERS Report and attach receipts/documentation and notify the employee that a report is ready for submission. Put the information in the Pending Folder.
- On a regular basis (we recommend weekly), check reports in the folder against the report status listed in ERS by acting as an Expense delegate for the individual and viewing the Expense Report List.
 - If the Approval Status is "Not Filed" – the report is waiting for the employee to submit it. You might want to send them an email reminding them to submit the report.
 - If the Approval Status is "Sent Back to the Employee" – someone reviewed the report (either a Unit or Financial Office employee looked at the report and something needs to be corrected.) – open the report and check the comments on the Report Header. Handle the comments and when completed notify the employee to submit the report.
 - If the Approval Status is "Submitted & Pending Approval - . . ." – the report is waiting to be reviewed. If the individual listed is in your unit, you can check with them. If the individual listed is in the College's Administrative area –please check the Audit trail before notifying us. (Refer to Audit trail information)
 - If the Approval Status is "Approved" and the Payment Status is "Processing Payment" – the reimbursement should be received within 2-3 business days.
- Once the Payment Status is marked "Paid", you can remove the report from the Pending Folder and follow your Unit's procedure for handling.

We feel this procedure will assist the unit in tracking reports and avoid losing them because the employee ignored the email messages.