Employee Self Service Reimbursements

From MyKaty Cloud, go to Employee Self Service. Login is your current Username and Password. Former employees will login using their first initial of your first name, all of your last name, the last four digits of your social security number. Your password is the last four digits of your social security.

1. Read *Announcements*, then click Expense Reports.

Welcome to Employee Self Service

Announcements

Welcome to Employee Self Service.
Please go to MyKaty Cloud to access the Mileage Calculator.

Employees should review RESOURCES - REIMBURSEMENT GUIDELINES and EXPENSE CLAIM ENTRY before entering an expense claim. (See link under employee name on top right.)

Those that travel often from campus to campus should submit their mileage claims on a monthly basis.

Thank you.

Instructional video: UPDATED Entering a Claim in ESS
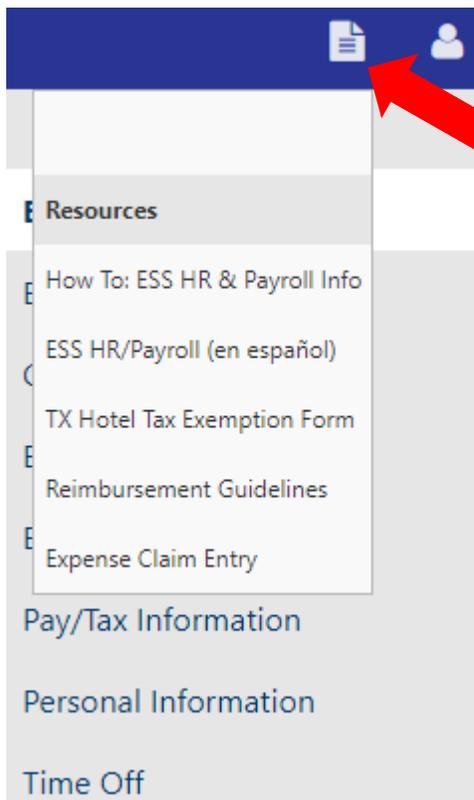
2. Click Expense Reports.

3. Click Add a new claim or check the detail of claims, delete claims that will not be submitted or print a copy of a claim.

Expense reports

Add a new claim

Date	Description
9/13/2022 - 10/12/2022	11004893
7/27/2022 - 8/26/2022	CAMPUS SUPPORT TRAVEL
6/14/2022	Mileage

4. Select Claim type: Empl_Reimburse by time frame or Teacher Incentive Allotment. MECA and TRIP are completed on MyKaty Cloud apps.

Claim type: ADVANCE/TRAVEL CARD REQUESTS (FIN CLERKS ONLY) - ESTIMATED

- ADVANCE/TRAVEL CARD REQUESTS (FIN CLERKS ONLY) - ESTIMATED
- DO NOT USE: EMPL_REIMBURSEMENT REQUEST (NOT TRIP)
- EMPL_REIMBURSE 1/1/23 - 12/31/23 (NOT TRIP) - ESTIMATED
- EMPL_REIMBURSE 1/1/23 - 12/31/23 (NOT TRIP)
- EMPL_REIMBURSE 7/1/22 - 12/31/22 (NOT TRIP)
- MECA REIMBURSE 1/1/23 - 12/31/23 (FIN CLERKS ONLY) - ESTIMATED
- MECA REIMBURSE 1/1/23 - 12/31/23 (FIN CLERKS ONLY)
- MECA REIMBURSE 7/1/22 - 12/31/22 (FIN CLERKS ONLY)
- MECA REIMBURSE 7/1/22 - 12/31/22 (FIN CLERKS ONLY) - ESTIMATED
- TEACHER INCENTIVE ALLOTMENT - ESTIMATED
- TEACHER INCENTIVE ALLOTMENT
- TRIP REIMBURSE 1/1/23 - 12/31/23 (FIN CLERKS ONLY) - ESTIMATED
- TRIP REIMBURSE 1/1/23 - 12/31/23 (FIN CLERKS ONLY)
- TRIP REIMBURSE 7/1/22 - 12/31/22 (FIN CLERKS ONLY) - ESTIMATED
- TRIP REIMBURSE 7/1/22 - 12/31/22 (FIN CLERKS ONLY)

Department*

Description*

Event

Start date*

Start time

5. Enter the campus/department number responsible for financing the expenses, include a business purpose for the expense(s) in Description, complete dates and Destination fields. Click Continue.

Claim type	TEACHER INCENTIVE ALLOTMENT
Department*	WEST MEMORIAL ELEMENTARY (103)
Description*	Designation
Event	select one (optional)
Start date*	2/1/2023
Start time	00:00
	NOTE: Use HH:MM format. For example, use '08:30' for 8.30 am, '17:00' for 5 pm.
End date*	2/28/2023
End time	00:00
	NOTE: Use HH:MM format. For example, use '08:30' for 8.30 am, '17:00' for 5 pm.
Destination city	
Destination state	
Destination country	

Continue   Cancel

Claim type	EMPL_REIMBURSE 7/1/22 - 12/31/22 (NOT TRIP)
Department*	FINANCIAL SERVICES (736)
Description*	mileage
Event	select one (optional)
Start date*	2/1/2023
Start time	00:00
	NOTE: Use HH:MM format. For example, use '08:30' for 8.30 am, '17:00' for 5 pm.
End date*	2/28/2023
End time	00:00
	NOTE: Use HH:MM format. For example, use '08:30' for 8.30 am, '17:00' for 5 pm.
Destination city	
Destination state	
Destination country	

Continue   Cancel

6. Expand Unit expenses, click +.

Expenses and receipts

Unsaved claim		Edit details
Claim type	EMPL_REIMBURSE 7/1/22 - 12/31/22 (NOT TRIP)	
Department	FINANCIAL SERVICES (736)	
Description	Mileage	
Event		
Start date	Wednesday, February 1, 2023	
End date	Tuesday, February 28, 2023	
Destination city	Katy	
Destination state	TX	
Destination country	United States	
Cash advance	$0.00	
Total amount claimed	$0.00	

⊞ Unit expenses

⊞ Attach supporting documents

Review   **Save For Later**   **Cancel**

7. Click <u>Add an expense</u> or click Edit details to make corrections to a saved Entering claim.

⊟ Unit expenses	$0.00
	Add an expense
There are currently no unit expenses for this claim.	

⊞ Attach supporting documents

Review   Save For Later   Cancel

8. Enter expense details for one receipt by selecting the proper Expense Type name. Such as Mileage (with correct time frame), PUR: OUT OF DIST (purchases from vendors located within the district boundaries only) or PUR: W/N DIST (All others, including online purchases). Complete all Expense Information. Click Save Expense.

9. Click "Add an expense" for each receipt until all expenses have been entered and saved.

10. Attaching receipts is not necessary as the financial clerk must do this step.

11. Click Review to ensure claim is accurate. If you are not ready to submit, click Save for Later

12. Click Submit Claim.

Attached documents

There are no documents attached to this claim.

[Back]   [**Submit Claim**]

13. A confirmation notification will be displayed.

Confirmation

✓ Your claim, number 90442, was successfully submitted. ⊗

Claim details

14. After submitting claim, return to Expense Reports to print a copy of the claim with Claim ID number. This page along with all documentation is given to the financial clerk/department responsible for processing the claim.

Employee Self Service

Benefits

Certifications

Expense Reports

    Add claim

Employee Notifications

Pay/Tax Information

Personal Information

Time Off

Expense reports

Add a new claim

Date	Description	Id	Status	Total	
2/1/2023 - 2/28/2023	mileage	90442	Allocated	$15.63	copy