Overview

This document explains how to create spend authorizations and expense reports for those who require reimbursement of travel expenses, but are not employees of the institution. Some examples of non-employees include:

- Candidates for employment
- Performers
- Students who are traveling with school clubs
- Students who have accrued reimbursable mileage in the course of completing coursework

Notes:

- Reimbursement of non-employees is completed through the use of a Contingent Worker record assigned to the non-employee.
- For information on how to create a Contingent Worker record for a non-employee, please review the Appendix of this document.
- Please refer to the *Spend Authorizations and Expenses FAQs* for answers to commonly asked questions about spend authorizations and expense reports.

Recommendations:

- The recommended browser for accessing Workday is Google Chrome. However, Mozilla Firefox and Apple Safari may also be used.

Considerations by Institution

- None

Icons Referred to in This Document

Required Field	Add Row	Prompt	Calendar
Check Box	Radio		

Document Navigation

- Creating a Spend Authorization for a Non-Employee
- Creating an Expense Report for a Non-Employee
- Appendix: Creating a Contingent Worker Record for a Non-Employee

Creating a Spend Authorization for a Non-Employee

Note: Any field that automatically populates a selection should be left as is, unless a change to the field is required.

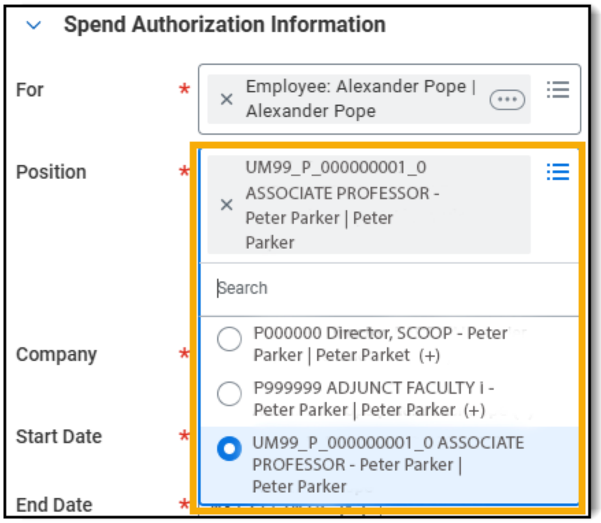
1. Enter ***Create Spend Authorization for Worker*** in the **Search** bar and select the task.
2. The Create Spend Authorization for Worker page displays.

3. Fill in the following fields in the **Spend Authorization Information** section:
   a. **For**: Use the **Prompt** to select the **non-employee**.

      Notes:
      - For is the person for whom the spend authorization is being created.
      - Non-Employees' names display in this field as ***"Contingent Worker: [Name]."***
      - If the desired user does not appear in the Search results for this prompt, you will need to create a Contingent Worker record for them before completing this process. For instructions on creating a Contingent Worker record, please review the Appendix: Creating a Contingent Worker Record for a Non-Employee section of this document.

   b. (Optional): Use the **Position prompt** and select the role appropriate for the spend authorization request.

      Notes:
      - The Position prompt only displays for users who have multiple jobs.
      - When choosing a position, select the job for which the spend authorization is being requested.
      - Secondary positions display with a **(+)** symbol after the job title.



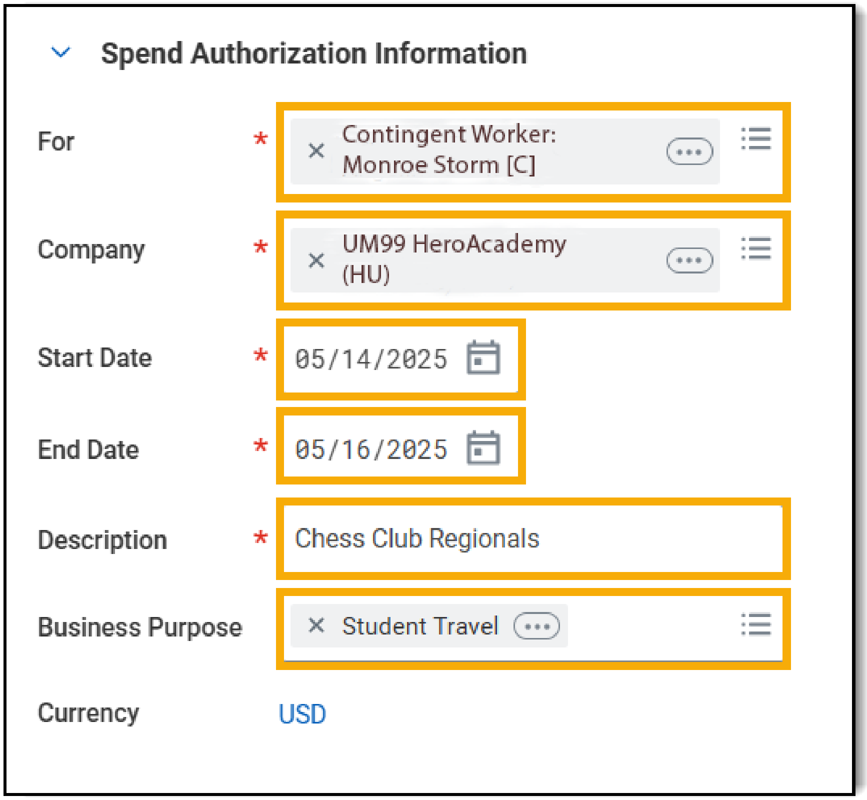
   c. **Company**: Automatically populates based on **For** selection.
   d. **Start Date**: Automatically populates to today's date; use the **Calendar** to edit the **Start Date**.
   e. **End Date**: Automatically populates to today's date; use the **Calendar** to edit the **End Date**.

Note: Although the Start and End Date automatically populates to today's date, these dates should reflect the date(s) of the business travel expenditures.

f. **Description**: Enter a ***Description*** for the purpose of the spend authorization.

g. **Business Purpose**: Use the **Prompt** to select the **Business Purpose**.

Note: This is a required field.



4. Fill in the following fields in the **Spend Authorization Details** section:
   a. **Reimbursement Payment Type**: Automatically populates.
   b. (Optional) **Justification**: Enter a ***Justification***.
5. Select the **Spend Authorization Lines** tab and fill in the fields that appear:

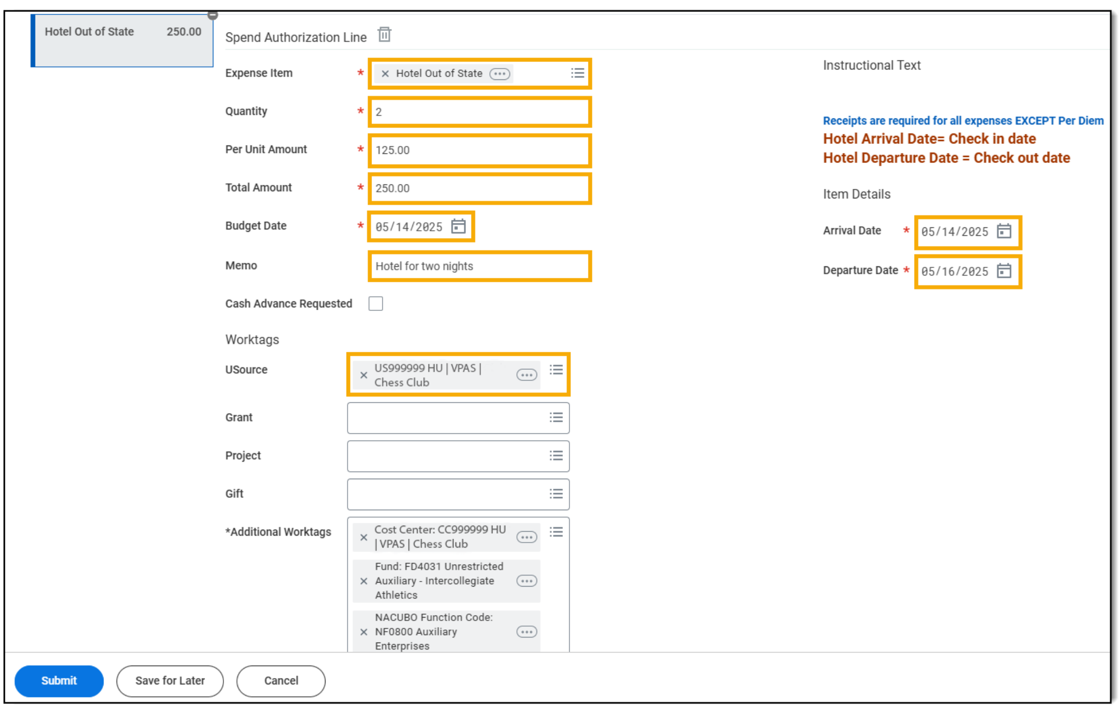
a. Select **Add**.
b. **Expense Item**: Use the **Prompt** to select the **Expense Item**.
c. **Quantity**: Enter the ***Quantity***.
d. **Per Unit Amount**: Enter the ***Per Unit Amount***.
e. **Total Amount**: Automatically populates based on **Quantity** and **Per Unit Amount**.
f. **Budget Date:** Automatically populates to today's date. Select the calendar to choose a new date, if applicable.
g. **Memo**: Enter a ***Memo***.
h. (Optional) Select the **Cash Advance Requested checkbox**, if you require cash prior to spending.

Note: Please review your institution's policy on cash advances.

i. Use the **Prompt** to populate only one of the following driver worktags: **USource, Grant, Project, or Gift**.
j. **Additional Worktags**: Automatically populates based on driver worktag selection.
k. **Item Details**: Fill in fields as they appear.

Notes:

- Item Details populates based on the Expense Item selection. For example, Hotel In State populates Start and End Dates to select, whereas Meals (During Travel) In State will populate Attendees and Business Topics.
- If Item Details requires Departure and Arrival Dates, Arrival Date is when you begin your travel, and Departure Date is the date of when you return home from travel.



6. (Optional) To create additional spend authorization lines:

   a. Select **Add**.
   b. Repeat steps 5a-5k.

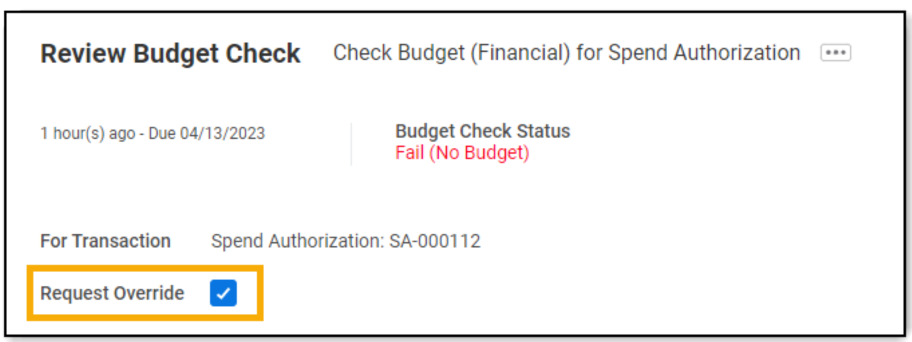
7. **Add Attachments** related to the spend authorization by selecting the **Attachments** tab.
   a. **Attach** any supporting documentation by **Dropping in files** or choosing **Select files**.
8. Select **Submit**.

   Notes:

   - After submitting the spend authorization, it will be reviewed by the appropriate worktag manager.
   - You will receive an item in your My Tasks folder if the request requires revisions.
   - You will receive a notification if the request is denied.
   - The Spend Authorization is subject to budget check after submitting the spend authorization.
     - If the Budget Status of the Transaction is Fail, Warn, or Errored, the budget can be overridden only by the Budget Check Exception Override Approver.
     - Steps 9-12 detail the process for reviewing and requesting a Budget Check Exception Override.

Review Budget Check for Spend Authorization

9. Navigate to **My Tasks**.
10. Select the **Check Budget (Financial) for Spend Authorization** item.
11. Review the Budget Check Status and select the **check box** for **Request Override**, if applicable.



12. Select **Submit**.

Creating an Expense Report for a Non-Employee

Note: Any field that automatically populates should be left as is, unless a change to the field is required.

1. Enter ***Create Expense Report for Worker*** in the **Search** bar and select the task.
2. The **Create Expense Report for Worker** page displays.
3. Review the **Instructions** section.
4. Fill in the following fields:
   a. **Pay To**: Enter the ***non-employee's Name***.

      Notes:

      - Pay To is the person for whom you are creating an expense report.
      - Non-employees' name display as ***"Contingent Worker: [Name]."***
      - If the desired payee does not appear in the Search results for this prompt, you will need to create a Contingent Worker record for them before completing this process. For instructions on creating a Contingent Worker record, please review the Appendix: Creating a Contingent Worker Record for a Non-Employee section of this document.

   b. **Creation Options**: use the **Radio** to select one of the options:
      1. **Create New Expense Report**
      2. **Copy Previous Expense Report**: use the **Prompt** to select the ***Expense Report***.
      3. **Create New Expense Report from Spend Authorization**: use the **Prompt** to select the **Spend Authorization**.

         Note: An approved spend authorization is required for travel expenses.

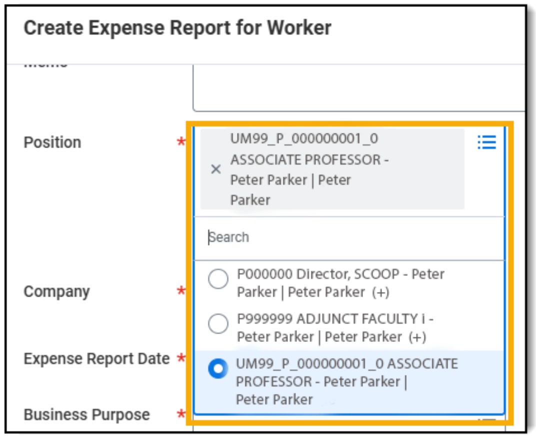
   c. **Final Expense Report for Spend Authorization**: select the **checkbox** if applicable.

      Note: If an additional Expense Report is needed, do not select Final Expense Report. Selecting Final Expense Report for Spend Authorization closes out the associated Spend Authorization.

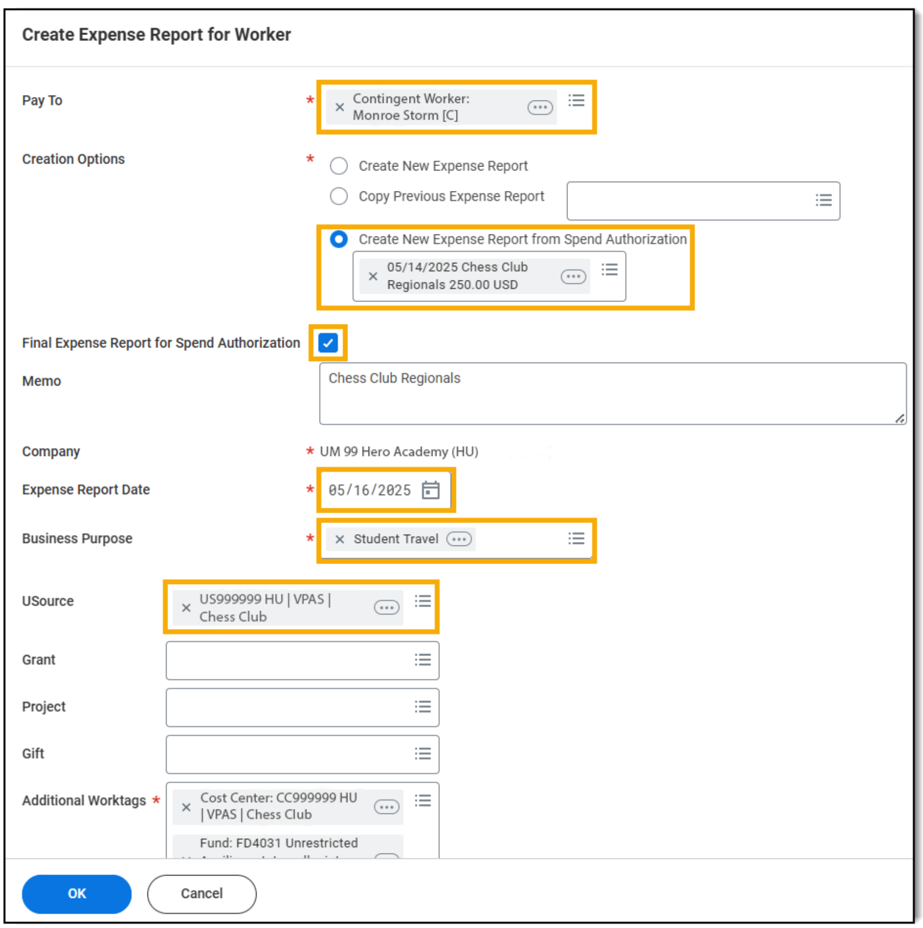
   d. **Memo**: enter a ***Memo***.
   e. (Optional): Use the **Position prompt** and select the role appropriate for the expense report.

      Notes:

      - The Position prompt only displays for users who have multiple jobs.
      - When choosing a position, select the job for which the expense report is being submitted.
      - Secondary positions display with a **(+)** symbol after the job title.



- **f.** **Company**: automatically populates to your institution.
- **g.** **Expense Report Date**: automatically populates to today's date.
- **h.** **Business Purpose**: use the **Prompt** to select the **Business Purpose**.
- **i.** Use the **Prompt** to populate only one of the following worktags: **USource, Grant, Project, or Gift**.
- **j.** **Additional Worktags**: automatically populates based on Driver Worktag selection.



5. (Optional) If there are credit card transactions associated with this expense report for the worker, scroll down and select the **Credit Card Transactions** tab.
    a. Select the **Check boxes** for applicable Credit Card transactions to include.

    Note: Checking applicable Credit Card transactions automatically populates the Expense Line, which you will see after selecting OK in Step 5.

    b. Select the **Check Boxes** for applicable **credit card transactions** to include.

    Notes:

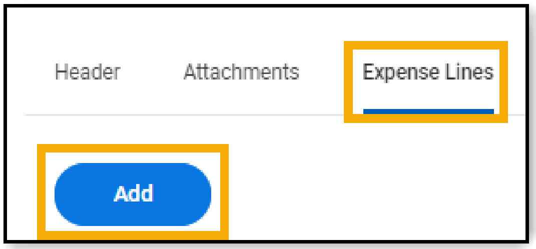
    - Credit Card transactions must be populated prior to creating the expense lines for expensing credit card transactions.
    - Transactions that do not display in this table are not ready for expensing.

6. (Optional) If there are quick expenses associated with this expense report for the worker, select the **Quick Expenses** tab.

    Note: Quick Expenses must be populated prior to creating this expense report if you plan on using Quick Expenses for the worker's expense report.

    a. Use the **checkboxes** to select the applicable **Quick Expenses** to include.
7. Select **OK**.
8. The Create Expense Report for Worker page displays.
9. Under the **Expense Lines** tab select **Add**.

    Note: If any credit card transactions and/or quick expenses are selected, they automatically populate as their own expense lines and do not need to be added as expense lines.



10. Fill in, review, or update the following fields in the **Expense Line** section:
    a. **Drop files here** or **select files**.

       Notes:

       - This is a required field.
       - Uploaded files should pertain to the expense, such as receipts.

    b. **Date**: automatically populates to today's date; use the **Calendar** to change the date to the **expense date** if applicable**.**
    c. **Expense Item**: use the **Prompt** to select the **Expense Item.**

       Note: Depending on Expense Item selected, Item Details may appear to complete.

    d. **Quantity**: enter the ***Quantity***.

       Note: Depending on Expense Item Selection, Quantity may appear to complete.

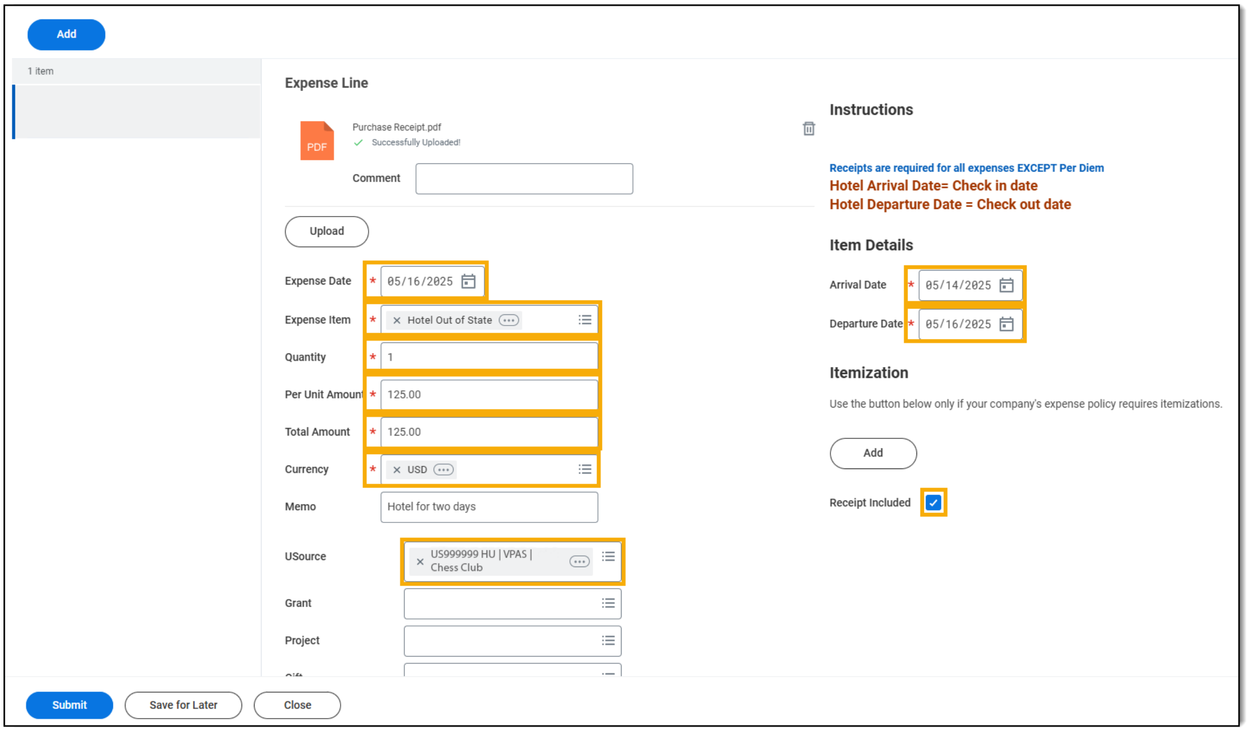
    e. **Per Unit Amount**: enter the **Per Unit Amount**.

       Note: Depending on Expense Item Selection, Per Unit Amount may appear to complete.

    f. **Total Amount**: enter the ***Total Amount***.
    g. **Memo**: Enter the ***Memo***.
    h. Use the **Prompt** to populate only one of the following worktags: **USource, Grant, Project, or Gift**.
    i. **Additional Worktags**: automatically populates based on Driver Worktag selection.
    j. Fill in the fields in the **Item Details** section.

       Notes:

       - If this section appears for your selected Expense Item, the fields in this section are required.
       - Item Details populates based on the Expense Item selection. For example, Hotel In State populates State and End Dates to select, whereas Meals (During Travel) In State will populate Attendees and Business Topics.
       - If Item Details requires Departure and Arrival Dates, the Departure Date is when you begin your travel and the Arrival Date is when you return home from travel.



11. (Optional) Select **Add** in the **Itemization** section.

Notes:

- If you do not have a reason to itemize, skip to step 13.
- If you do need to itemize, you may need to add multiple Itemizations until the remaining amount to itemize is 0.00.

12. Complete the following fields on the Itemization form:

   a. Select **Add**.

   b. The Itemization pop up displays.

   Note: Fields in the Itemization popup are dependent on the Expense Item selection.

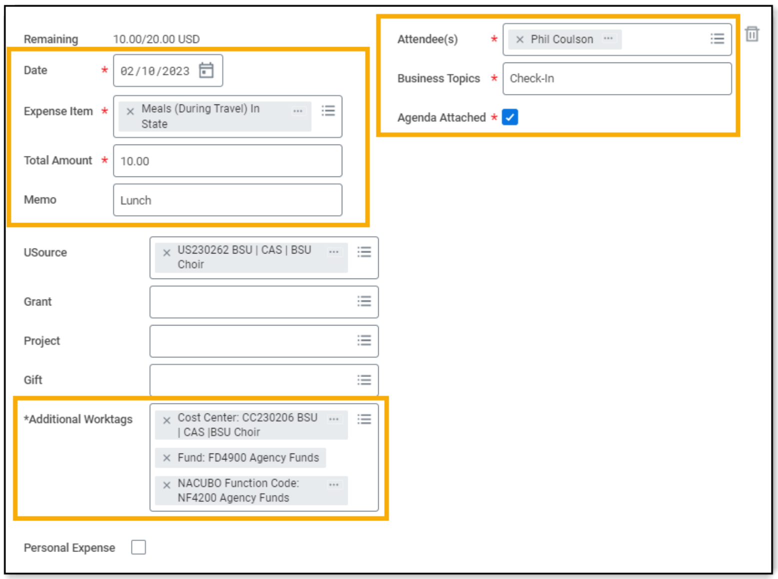
   c. **Total Amount**: enter the ***Total Amount***.

   d. **Memo**: enter the ***Memo***.

   e. Use the **Prompt** to select only one of the following worktags **USource, Grant, Project, or Gift**.

   f. **Additional Worktags**: automatically populates based on Driver Worktag selection.

   g. **Personal Expense**: select the **checkbox** if applicable.

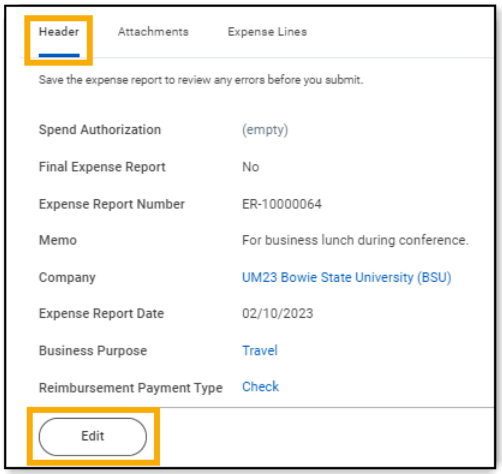


13. **Receipt Included**: Select the **checkbox** if applicable.

14. (Optional) Select **Add** to create another **Expense Line** and repeat actions in steps 8 and 9 as applicable.

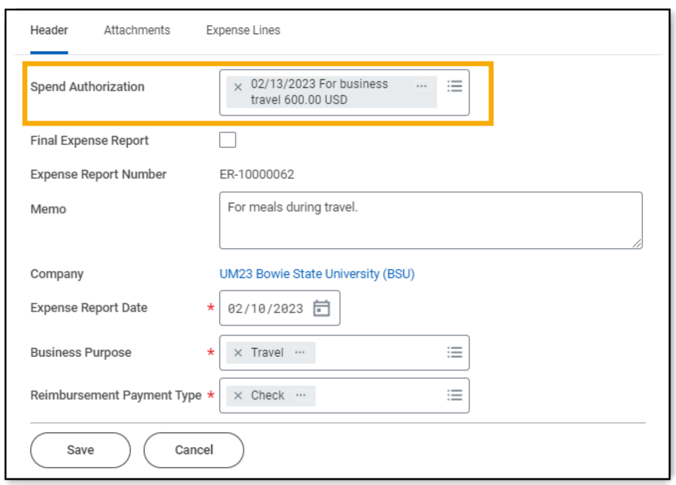
15. (Optional) Select the **Header** tab to review and edit the following information:

a. Select **Edit**.



b. **Spend Authorization**: Automatically populates if Expense Report was created from a Spend Authorization; or use the **Prompt** to select/edit the **Spend Authorization**.

Note: The Spend Authorization must be approved prior to creating an expense.



c. Select **Save**.

16. Select **Submit**.

Notes:

- If a correction was made to the expense report, all applicable parties will receive a notification.
- After submitting the expense report for worker, it will be reviewed.
- The employee you created the expense report for will receive a notification stating it was submitted on their behalf and also if the expense report is approved.
- If the expense report is denied, the worker and initiator will receive a notification.

Appendix: Creating a Contingent Worker Record for a Non-Employee

Notes:

- In order to create a contingent worker record, there must be a Pre-Hire record for the non-employee.
- Steps 1-8 detail the process for creating a Pre-Hire.
- If the non-employee has been previously reimbursed and already has a Pre-Hire record, please skip to step 9.

1. Enter ***Create Pre-Hire*** in the **Search** bar and select the task.
2. The Create Pre-Hire page displays.
3. Navigate to the **Legal Name Information** tab and enter the non-employee's **First** and **Last Name**.

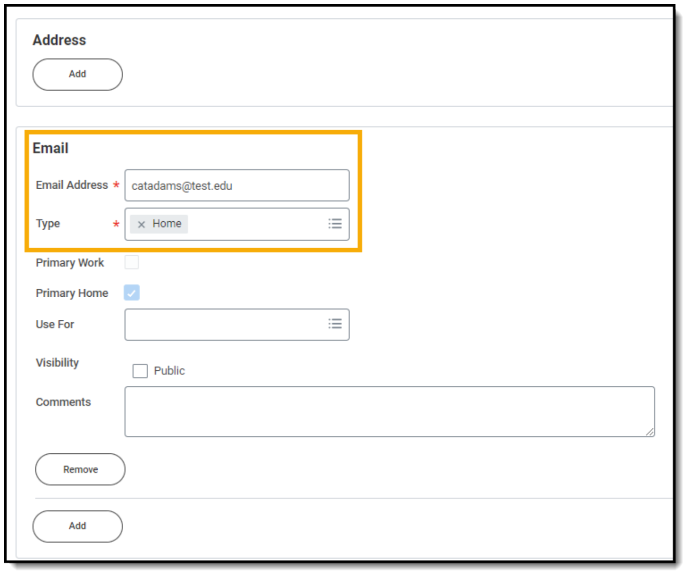
   Notes:

   - The Prefix, Middle Name, and Suffix fields are optional.
   - The Country field is automatically populated to the United States of America, but can be changed if necessary.

4. Navigate to the **Contact Information** tab.
5. Provide the non-employee's email address as contact information by completing the following steps:

   Note: Email is the primary form of communication used to notify a candidate of their progress within the hiring process.

   a. Select **Add** under the **Email** section.
   b. Enter the **Candidate's Email Address**. in the **Email Address** field.
   c. Select the **Type prompt** to indicate if the candidate's email is their Home or Work contact.



6. (Optional) Select **Add** under **Phone** section to enter a Phone number.
7. (Optional) Select **Add** under **Address** section to enter an address.
8. Select **OK** at the bottom of the page.

   Notes:

   - A confirmation page then displays the new Pre-Hire record for the non-employee.
   - Review and confirm all information is accurate, then select Done to exit the Pre-Hire record.

9. Enter ***Contract Contingent Worker*** in the **Search** bar and select the task.
10. The Contract Contingent Worker page displays.
11. Use the fields in the **Search for Person** section to locate the non-employee's Pre-Hire record.

    Note: Available search criteria include First Name, Middle Name, Last Name, Email Address, Phone Number, and ID Type.

12. Use the **check box** to select the appropriate ***Contingent Worker.***
13. Select **OK**.
14. The Contract Contingent Worker page displays.
15. Use the **Supervisory Organization prompt** to assign the non-employee to the appropriate sup org.

    Notes:

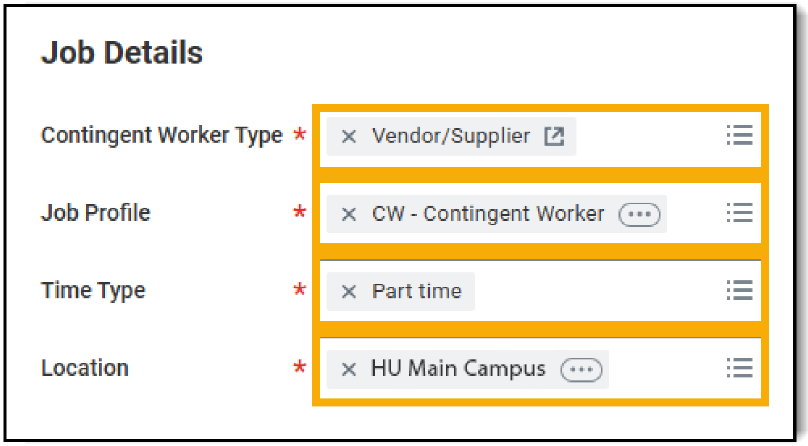
    - The appropriate sup org is assigned to the manager responsible for reviewing and approving the non-employee's reimbursement. (Example: If a student is seeking reimbursement for mileage accrued as part of their work on a grant, the grant manager's sup org should be selected.
    - This selection **must be an organization with (JM) in its title**.

16. Select **OK**.
17. The Contract Contingent Worker page displays.

18. Use the **Calendar** to select the **Contract Start Date**.

    Note: This date should be on or before the date of their first reimbursement.

19. Complete the following fields under **Job Details** section:
    a. **Contingent Worker Type:** Select **Vendor/Supplier.**
    b. **Job Profile:** Select **Contingent Worker.**
    c. **Time Type**: Select **Part-Time.**
    d. **Location**: Use the search function to choose the appropriate location.



20. (Optional) Add any additional information needed for this contract in the **Contract Details** section.

    Note: Please review your institution's policies and procedures for information that should be added.

21. (Optional) Enter the ***Contingent Worker's Hours*** in the **Scheduled Weekly Hours** field in the **Working Time** section.

    Note: Scheduled Weekly Hours may automatically populate a set number of hours based on other selections. Update if applicable.

22. Review and adjust the following fields under the **Additional Information** section:
    a. **Job Title**: Pre-populates from **Job Profile**.
    b. **Business Title**: Pre-populates from **Job Profile**.
    c. **First Day of Work**: Pre-populates from **Contract Start Date**.

23. (Optional) Enter any ***Comments*** in the **Comment** text box.
24. (Optional) Add any documents needed in the **Attachment** section by **dropping in** files or choosing **Select Files**.
25. Select **Submit**.

Notes:

- As this process moves through the workflow, additional action steps and approvals are needed.
- As the initiator, you will receive additional action steps in My Tasks as the process moves through the workflow.