

Get the Facts on HR Direct: Pay Advice Update – Expense Reimbursements

Simplifying Expense Reimbursements

The University is streamlining the process for reimbursing employees. *Effective Friday, October 16, 2009*, expense reimbursements will appear on your biweekly pay advice rather than in a separate check. This will:

- Reduce the paper and mailing costs required to get reimbursements out to you.
- Eliminate the hassle of having to deposit a separate check.

If you have a direct deposit, it will now include your expense reimbursement, which will be automatically posted to your bank account.



The Pay Advice: Where to Find Your Expense Reimbursement

Your expense reimbursement will appear in the **Hours and Earnings** section of the pay advice (see image below). The reimbursement may appear as “Reimbursement/Advance” or “Emp Reimbursement Taxable” depending on the taxable status of the reimbursement. You will see the amount of the reimbursement/advance in the “Current” Earnings column.

HOURS AND EARNINGS					
Description	Current		Earnings	YTD	
	Rate	Hours		Hours	Earnings
Regular					
Reimbursement/Advance			XXX		XXX
Sick Time					
Personal Time					
Vacation Time					
Personal Time					
TOTAL:					

No Change to How You Submit Expense Reimbursements

Please continue to submit expense reimbursements based on your current business process. See the [Travel Guidelines](#) web page for campus policy, forms, and deadline information.

Don't Forget: View Your Pay Advice Online

You can now view your pay advice online through HR Direct Employee Self Service. Visit the HR Direct website to find out more about HR Direct Employee Self Service: <http://www.uml.edu/hrdirect>

Questions about Your Pay Advice

If you have a question concerning an expense amount or taxable status, continue to direct it to the appropriate Accounts Payable contact:

- Travel Advance & Reimbursements - Shaun Sullivan x3516
- General Reimbursements – Norma Levasseur x4727

If you have a general question regarding your pay advice, please contact Human Resources at x3560.