Employee Self Service In County Travel Expense Manager Help Guide

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Managers are now able to review Employee Travel Reports digitally. Once Managers approve or reject the information submitted from an Employee's In County Travel Report the Employee has the ability to edit the information digitally. The report will be approved and submitted directly to the Accounts Payable Department for processing.
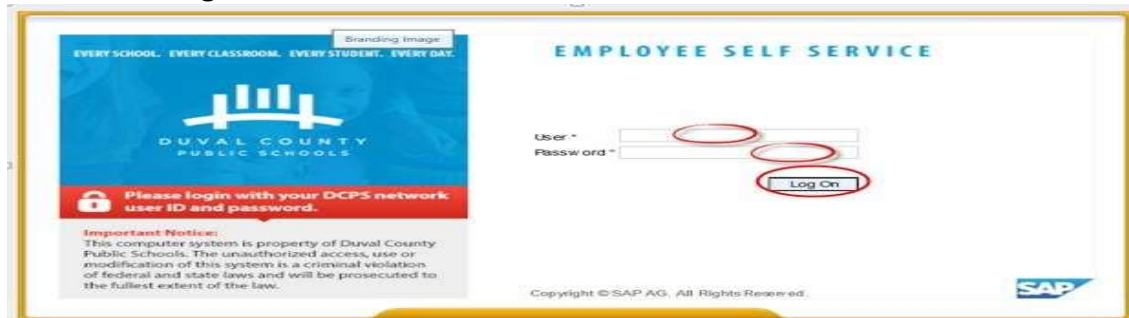
Employee Self Service (ESS) provides access to Human Resource, Payroll, Benefits and Accounts Payable information online through the DCPS intranet (DCPS network).

Accessing ESS

Using **Google Chrome** type **ess** in the address bar and press enter.

When the log on screen appears, login using your **<u>network</u>** user ID and password. Click the 'Log On' button.
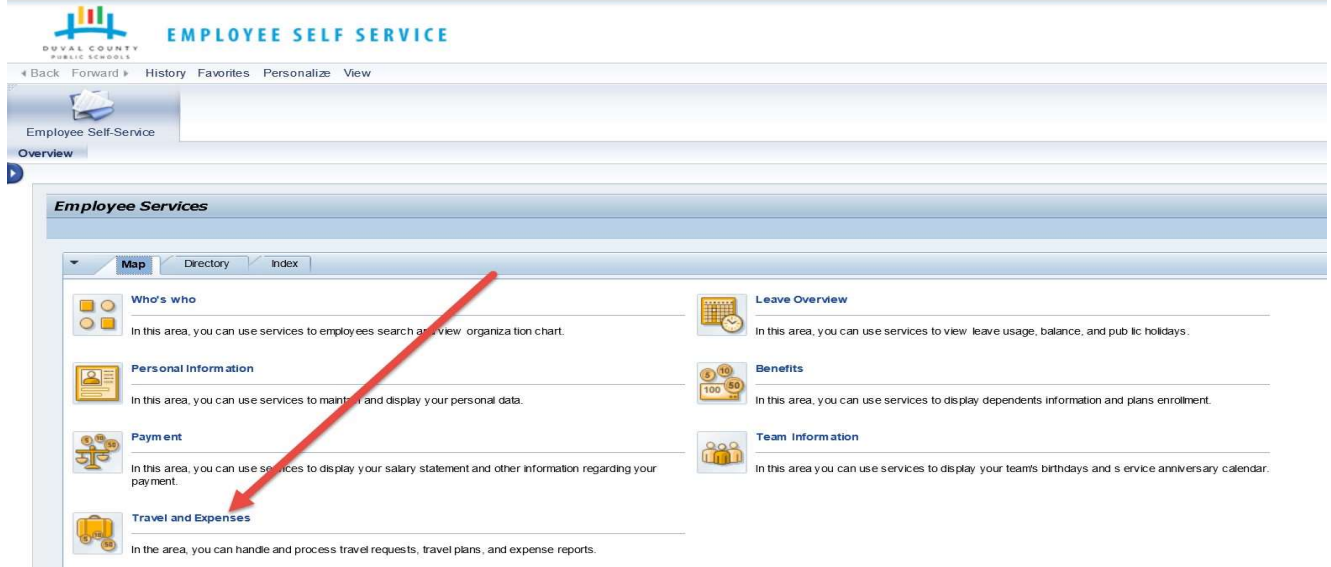

The main menu will appear:
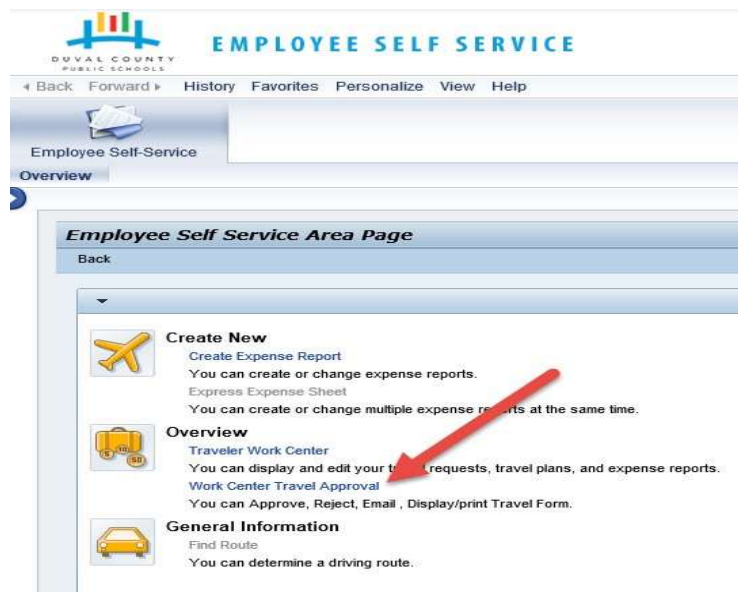

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Navigating to Enter Travel Expenses
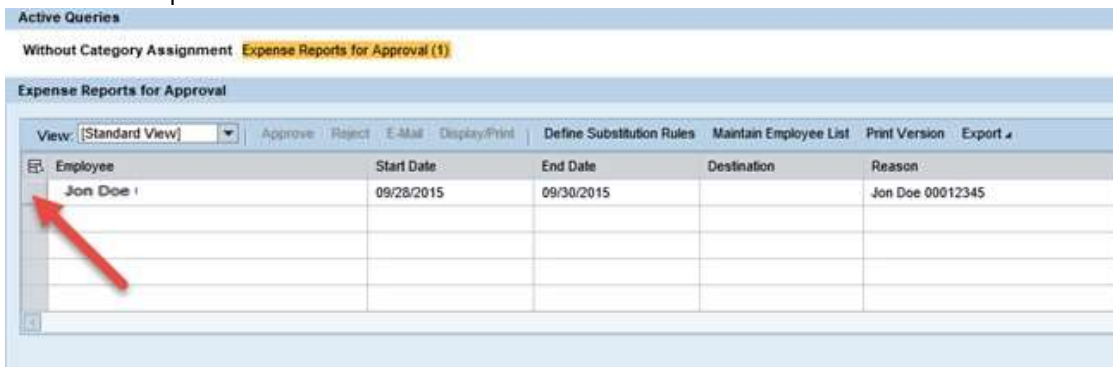
Click on 'Travel and Expenses'.

Select the 'Work Center Travel Approval' option to begin reviewing Employee travel information.

Review the Report

Click on the gray box to the left of the Employee name to open the details of their travel report.

Review the Employee's "Expense Report/Travel Expense Statement". **Be sure to verify the cost center, funds center, etc. are correct before processing the report.**

Processing Travel

Select the appropriate button for the process you would like to complete.

Choices for processing:

1. Approve: The system will update and a quick message will appear reflecting that the form has been submitted to Accounts Payable. Once the Approval is complete, the Employee's name will disappear from the Expense Report list and an email is sent to the Employee.
2. Reject: First, the Manager selects reject. Then, the Manager will add comments as to why the travel form was rejected. Last, the Manager will click submit. The system will send an email to the employee with the rejection message.

3. E-Mail: The Manager can write an email message to the Employee.
4. Display/Print: Allows the Manager to display the form.