



D U V A L C O U N T Y
P U B L I C S C H O O L S

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.

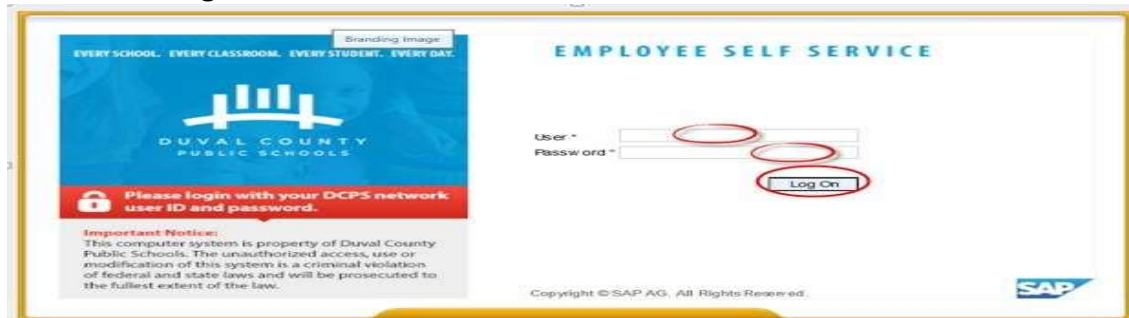
Employee Self Service (ESS) provides access to Human Resource, Payroll, Benefits and Accounts Payable information online through the DCPS intranet (DCPS network).

Accessing ESS

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



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



The main menu will appear:

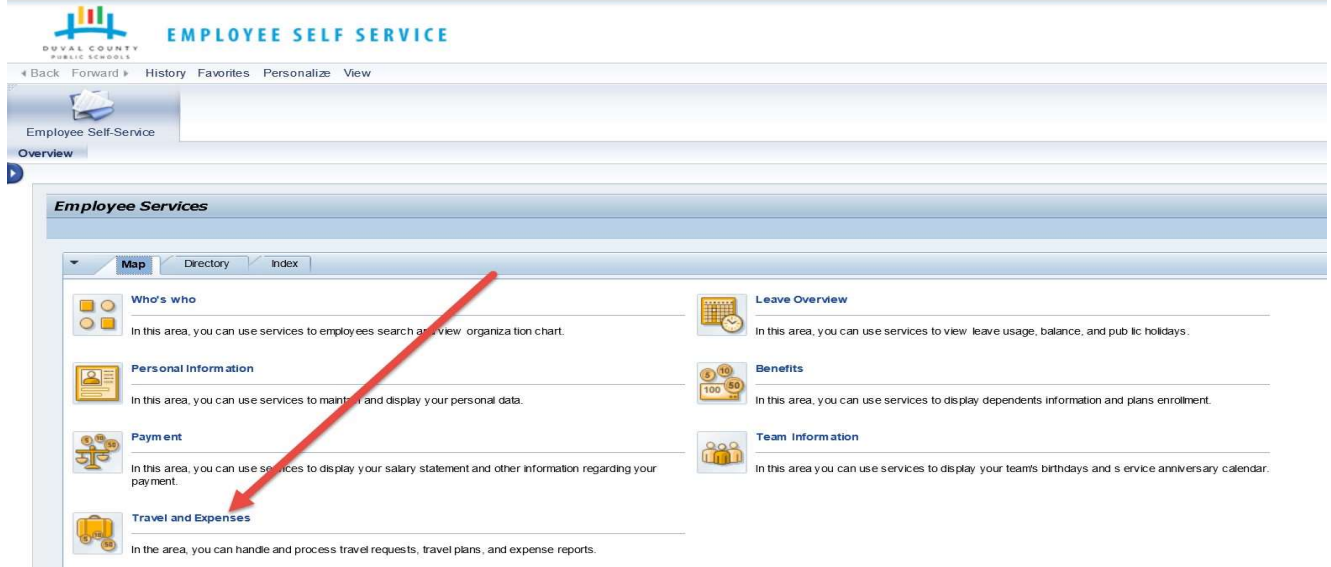


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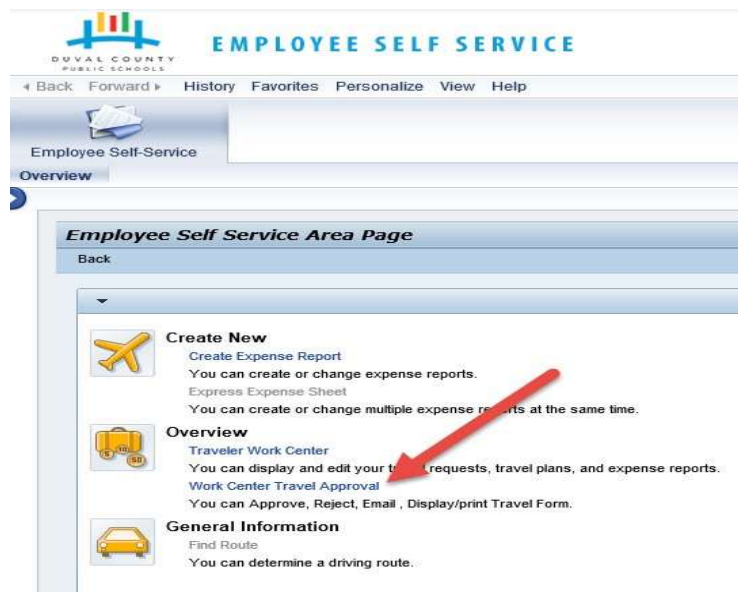
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Navigating to Enter Travel Expenses

Click on 'Travel and Expenses'.

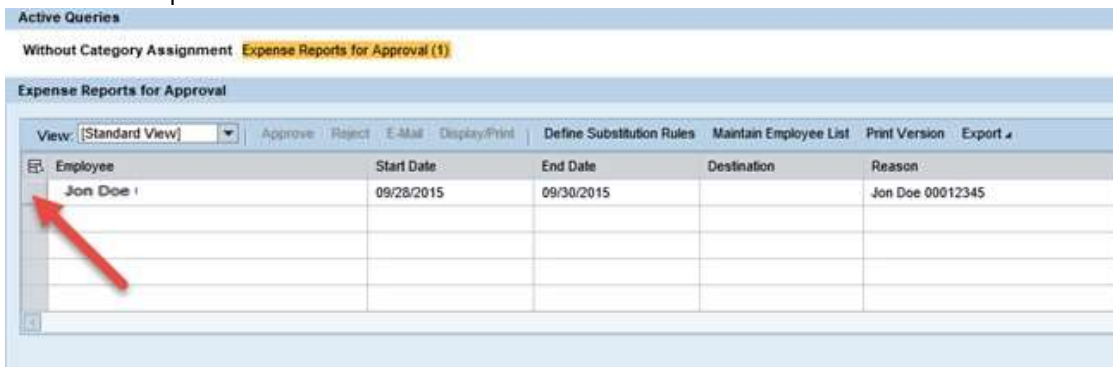


Select the 'Work Center Travel Approval' option to begin reviewing Employee travel information.




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.**



Jon Doe 00012345
Administrator
12 mo Admin

Duval County Duval County Public
1701 Prudential Dr
Jacksonville 32224
Date: Oct 15, 2015
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Expense Report/Travel Expense Statement (Simulation)

For: Jon Doe 00012345 For Trip: 41 From: Sep 28, 2015 To: Sep 30, 2015

General Data	
Reason:	Jon Doe 00012345
Trip Activity Type:	In County Travel
Trip Type - Statutory:	No distinction
Trip Type - Enterprise-specific:	Standard trip

Settlement Results and Cost Assignment	
Amount Type	Amount (USD)
Travel Flat Rates:	10.35
Sum of Receipts to be Reimbursed:	2.00
Reimbursement Amount:	12.35

12.35 USD of 12.35 USD assigned to:

Company Code:	0016	Duval County Public Schoo
Cost Center:	271210000	
Funds Center:	2712	Tech Program Mgmt
Fund:	10000	
Functional Area:	6500	Instruction Related Tech
Grant:	DCPS	DCPS-DEFAULT GRANT

Be sure to verify this area before submitting your travel/expense report!

Additional Trip Information			
School site visit			
Travel Flat Rate			
Date	km/ mi	Flat Rate	Reimbursement Amount (USD)
9/28/15	8	Personal Car, No distinction	4.50
9/29/15	4	Personal Car, No distinction	2.30

I hereby certify or affirm that this travel claim is true and correct in every material matter, that the expenditures were actually incurred by the employee on necessary travel expenses in the performance of my official duties, and that same involve in every respect with the requirements of Chapter 100, Part 7, of the Municipal Code of the City of Jacksonville and/or Duval County School Board. By submitting this form, I understand that all my reimbursements will be reported electronically into my finance account of record. If I am not entitled to funds deposited into my account, I authorize the reversal of these funds. I authorize the Duval County School Board to deduct from my future payroll or subsequent travel statement, an amount equal to any purchases I made with the Duval County Purchasing Card that are not allowable, including sales tax and parking fees.



Report/Trp: 41
Personnel number:

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Date	km/ mi	Flat Rate	Reimbursement Amount (USD)
9/28/15	8	Personal Car, No distinction	5.45
Reimbursement Amount: 10.35 USD			

Trip Reimbursement			
September 28, 2015	Total Mileage (mi/km)	8	
From:	JACKSONVILLE 2001-1701 PRUDENTIAL DR	To:	JACKSONVILLE 3012 - 2001 HERSCHEL ST
Consumption:	0	Currency:	
km/miles:	0		
Vehicle Type:	C		
September 29, 2015	Total Mileage (mi/km)	4	
From:	JACKSONVILLE 2001-1701 PRUDENTIAL DR	To:	JACKSONVILLE 2015 - 3750 SPRINGFIELD BLVD
Consumption:	0	Currency:	
km/miles:	0		
Vehicle Type:	C		
September 29, 2015	Total Mileage (mi/km)	6	
From:	JACKSONVILLE 2001-1701 PRUDENTIAL DR	To:	JACKSONVILLE 2015 - 4010 BALTC ST
Consumption:	0	Currency:	
km/miles:	0		
Vehicle Type:	C		

Receipts			
Date	No.	Expense Type	Amount (USD)
9/28/15	001	Parking, tolls	2.00
Sum of Receipts:			2.00
Reimbursement Amount:			2.00 USD

Additional Receipt Information			
No.	Receipt	Type	Content
001	Parking, tolls	From	09/28/2015
		To	09/30/2015
		Number	5

I hereby certify or affirm that this travel claim is true and correct in every material matter, that the expenditures were actually incurred by the employee on necessary travel expenses in the performance of my official duties, and that same involve in every respect with the requirements of Chapter 100, Part 7, of the Municipal Code of the City of Jacksonville and/or Duval County School Board. By submitting this form, I understand that all my reimbursements will be reported electronically into my finance account of record. If I am not entitled to funds deposited into my account, I authorize the reversal of these funds. I authorize the Duval County School Board to deduct from my future payroll or subsequent travel statement, an amount equal to any purchases I made with the Duval County Purchasing Card that are not allowable, including sales tax and parking fees.

Processing Travel

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



Details of Trip: (000000041)

Employee
Personnel No.:
Country: USA
Destination:
Trip Schema: In County Travel
Reason: Jan Doe 000 12345

Approve Reject E-Mail Display/Print

1 2 3 4

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.



Approve Reject E-Mail Display/Print

Reason for Rejection

Add your comments here.

Submit Cancel

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