



How To Submit a Tuition-Related Expense Report

1. Gather your supporting documentation.

- a. Make a pdf copy of the DHR approval (that includes the employee’s name, eligible expense and account codes) because you will need to upload the DHR approval to your expense report. You may log into the online tuition reimbursement system (located at <https://sfdhr.org/online-tuition-reimbursement-process>), select the approved request, click on History and Notes and copy the notes screen.

Sample Screen

City and County of San Francisco
Great Employee

Home
Pre-Approval Requests
Policy Documents
My Account

Overview
Submit New Application

Pre-Approval Request » History [Summary](#) History & Notes(5)

Pre-Approval Request ID: 1-30413

Add Note

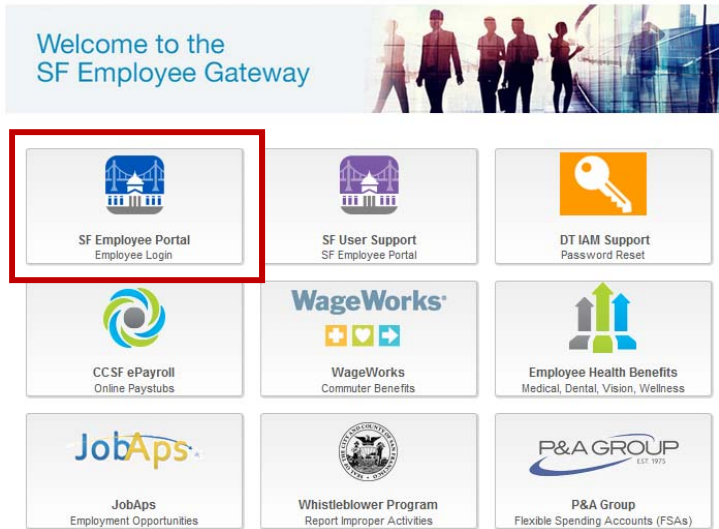
DATE	USER	ACTION	COMMENTS / NOTES
Dec 3, 2018	Approver, HRD02	Approved - \$125.00	-
Dec 3, 2018	Approver, HRD02	Added note	GREAT EMPLOYEE is eligible to be reimbursed in FY18/19 up to \$125 for SAMPLE COURSE REGISTRATION. Please make a copy of the pre-approval request history screen. This copy will serve as your DHR authorization letter. Account codes: GL Unit ID: SFGOV; Account ID: 0000; Fund ID: 0000; Dept ID: 0000; Authority ID: 0000; PC Business Unit: SFGOV; Project ID: 0000; Activity ID: 0000. Your Expense Report should include: 1) a copy of the Pre-Approval Request History screen with the chartfields (account codes), 2) an itemized receipt from the vendor with zero balance to demonstrate what was purchased; 3) proof of payment documentation to demonstrate the employee incurred an expense; and 4) proof of successful completion.
Dec 3, 2018	Approver, HRD02	Added note	EMPLOYEE INSTRUCTIONS PART ONE: This approval is valid for one FY2018/2019 expense report. Please make a copy of this DHR approval (that includes the employee's name, eligible expense and account codes) because you will need to upload the DHR approval to your expense report. You may log into the online tuition reimbursement system, select the approved request, click on History and Notes and copy the notes screen.
Dec 3, 2018	Approver, HRD02	Added note	EMPLOYEE INSTRUCTIONS PART TWO: After incurring the expense and successfully completing the course, log into the employee gateway located at http://sfgov.org/sfc/employee-gateway and submit an expense report. Click on Employee Links, then Create/Modify Expense Reports. Select the Add New Value tab. Enter the DHR Pre-Approval Request ID in the Report Description Field, followed by a description of the expense in the description field (for example: 1-24204 Algebra). Enter your Department in the Reference Field (for example: ZSFG for San Francisco General Hospital). For Payment Type, select Check. Expand the Accounting Details section and enter the account codes provided on your pre-approval request. Once your department approves the request, direct deposit payments are made on Tuesdays.
Dec 3, 2018	Approver, HRD02	Added note	EMPLOYEE INSTRUCTIONS PART THREE: All expenses must be incurred on or before June 30, 2019. Please submit the expense report within 14 days of receiving proof of successful completion. The expense report must be submitted by June 30, 2019. Once the City closes the system for FY2018/2019, the City will have no mechanism to issue a reimbursement.

- b. Make pdf copy of your: 1) itemized receipt from the vendor with zero balance to demonstrate what was purchased; 2) proof of payment documentation to demonstrate the employee incurred an expense; and 3) proof of successful completion.



How To Submit a Tuition-Related Expense Report

- Go to the Employee Gateway located at <https://sfgov.org/sfc/employee-gateway> and **select the Employee Login.**



- Log in** with your DSW ID (Employee ID).

CITY & COUNTY OF SAN FRANCISCO

Identity and Access Management Platform

I agree to the City & County of San Francisco's System Use and Privacy Policy

This is a City & County of San Francisco computer system, which may be accessed and used only for official Government business by authorized personnel. You are advised to read the Privacy Policy regarding the personally identifiable information that we collect, maintain, and use. Unauthorized access or use of the computer system may subject violators to criminal, civil, and/or administrative action in compliance with federal, state and local laws, regulations and policies. All information on this computer system may be intercepted, recorded, read, copied and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person whether authorized or unauthorized constitutes consent to these terms.

[Click to view full Privacy Policy](#)

Agree

Sign In:

Enter your user name.

Username:

Continue

Where do I enter my password?
[Forgot your username?](#)

For issues logging in, resetting your password, or creating a new profile, please contact Service Desk at the 628-652-5000 or dtis.helpdesk@sfgov.org.



How To Submit a Tuition-Related Expense Report

4. Go to the Employee Links tab and **select Reimbursement-Create/Edit**

The screenshot shows the Employee Portal interface. At the top, there are navigation tabs: HOME, USER ACCESS & SUPPORT, COMMUNICATIONS, INFORMATION, and FAVORITES. Below this is a sidebar with 'MY INFORMATION', 'MY PAY', 'MY TIME', and 'MY BENEFITS'. The main content area features a 'W-2 Wage and Tax Statement' for 2018, with a red box around the 'EMPLOYEE LINKS' tab and a blue circle with the number '1' next to it. Under 'EMPLOYEE LINKS', there are three columns of options: 'TIME REPORTING & ABSENCE', 'VIEW & MANAGE MY PAY', and 'EMPLOYEE EXPENSE REQUESTS'. The 'Reimbursement - Create/Edit' option is highlighted with a red box and a blue circle with the number '2' next to it.

5. Confirm your DSW ID is listed in the Empl ID box and **Click Add**.

The screenshot shows the 'Expense Report' form. At the top, there are navigation tabs: HOME, USER ACCESS & SUPPORT, COMMUNICATIONS, INFORMATION. Below this is a 'Find an Existing Value' button and an 'Add a New Value' button. The 'Empl ID' field is empty, and the 'Add' button is highlighted with a red box.


Please note, if you have issues creating your expense report, SF Employee Portal Support is available at <https://sfemployeeportalsupport.sfgov.org>



How To Submit a Tuition-Related Expense Report

6. Select an option for Business Purpose.

Create Expense Report

 ?

*Business Purpose


*Report Description

Reference 

Expenses  ?


7. In the Report Description Field, enter your pre-approval request ID number. For example, 1-12345. See step 1a for sample ID. **The pre-approval ID must be the first value in the field.** If the pre-approval ID is not entered, the expense report will be returned to the employee.


Create Expense Report

 ?

*Business Purpose Education


*Report Description 1-12345

Reference 

Expenses  ?


8. In the Reference Field, type in your department acronym. For example, “ZSFG” for Zuckerberg General Hospital or “PUC” for Public Utilities Commission. This will ensure your expense report is routed to the appropriate accounting team. Ignore the “No Matching Values Found” message. If the acronym is not entered, the expense report will be returned to the employee.


Create Expense Report

 ?

*Business Purpose Education

*Report Description 1-12345

Reference ZSFG 

Expenses  ?



How To Submit a Tuition-Related Expense Report

9. Complete the Date, Expense Type, and Description Fields.

Create Expense Report Save for Later | Sum

Actions ...Choose an Action

*Business Purpose: Education
*Report Description: 1-12345
Reference: ZSFG

Default Location:

Attachments

Expenses ?

Expand All | Collapse All Add: | |

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/03/2018	Educational Reimbursement	Business Writing Course 231 characters remaining		0.00	USD

*Billing Type: Billable

Default Rate *Exchange Rate: 1.00000000
 Non-Reimbursable Base Currency Amount: 0.00 USD
 No Receipt

Accounting Details ?

Expand All | Collapse All Total: 0.00 USD

10. For Payment Type, select "Check."

Create Expense Report Acti

*Business Purpose: Education
*Report Description: 1-12345
Reference: ZSFG

Default Location:

Attachments

Expenses ?

Expand All | Collapse All Add: | |

*Date	*Expense Type	*Description	*Payment Type
12/03/2018	Educational Reimbursement	Business Writing Course 231 characters remaining	Check

11. Enter the Amount in the Amount Field.

Expenses ?

Expand All | Collapse All Add: | |

*Date	*Expense Type	*Description	*Payment Type	*Amount
12/03/2018	Educational Reimbursement	Business Writing Course 231 characters remaining	Check	125.00

*Billing Type: Billable

Default Rate *Exchange Rate: 1.00000000
 Non-Reimbursable Base Currency Amount: 125.00
 No Receipt



How To Submit a Tuition-Related Expense Report

12. Click on Gray Triangle next to Accounting Details to expand the section.

Expenses ⓘ

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Total 125.00 USD

*Date: 12/03/2018 *Expense Type: Educational Reimbursement *Description: Business Writing Course *Payment Type: Check *Amount: 125.00 *Currency: USD

*Billing Type: Billable

231 characters remaining Receipt Split Default Rate *Exchange Rate: 1.00000000 Non-Reimbursable Base Currency Amount: 125.00 USD No Receipt

Accounting Details ⓘ

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Authority	Agency Use	Pi Ui
125.00	SFGOV	125.00 USD	USD	1.00000000						

Expand All | Collapse All Total 125.00 USD

13. If there are chartfields (account codes) already entered in the Accounting Details section, delete all of the codes.

Accounting Details ⓘ

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Authority	Agency Use	Pi Ui
125.00	SFGOV	125.00 USD	USD	1.00000000						



How To Submit a Tuition-Related Expense Report

14. Find your pre-approval authorization and **copy the chartfields** (account codes) into the following fields:
- GL Unit,**
 - Account,**
 - Fund,**
 - Dept,**
 - Authority,**
 - PC Business Unit,**
 - Project, and**
 - Activity.** Use the scrollbar to reach all of the fields.

Accounting Details ?

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Authority	Agency Use	Pr Ui
125.00	SFGOV	125.00	USD	1.00000000						

Sample Approval with Codes

(The pre-approval request is saved in the online tuition reimbursement system).

Pre-Approval Request » History

[Summary](#)

[History & Notes\(5\)](#)

Pre-Approval Request
ID: 1-30413

Add Note

DATE	USER	ACTION	COMMENTS / NOTES
Dec 3, 2018	Approver, HRD02	Approved - \$125.00	-
Dec 3, 2018	Approver, HRD02	Added note	<p>GREAT EMPLOYEE is eligible to be reimbursed in FY18/19 up to \$125 for SAMPLE COURSE REGISTRATION. Please make a copy of the pre-approval request history screen. This copy will serve as your DHR authorization letter. Account codes: GL Unit ID: SFGOV; Account ID: 0000; Fund ID: 0000; Dept ID: 0000; Authority ID: 0000; PC Business Unit: SFGOV; Project ID: 0000; Activity ID: 0000. Your Expense Report should include: 1) a copy of the Pre-Approval Request History screen with the chartfields (account codes), 2) an itemized receipt from the vendor with zero balance to demonstrate what was purchased; 3) proof of payment documentation to demonstrate the employee incurred an expense; and 4) proof of successful completion.</p>



How To Submit a Tuition-Related Expense Report

15. **Attach** your DHR approval with account codes, itemized receipt, proof of payment, and proof of completion.

Create Expense Report Save for Later | Summary and Submit

Actions ...Choose an Action GO

*Business Purpose Education Default Location Attachments

*Report Description 1-12345

Reference ZSFG

Expenses Total 125.00 USD

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/03/2018	Educational Reimbursement	Business Writing Course 231 characters remaining Receipt Split	Check	125.00	USD

*Billing Type Billable

Default Rate *Exchange Rate 1.00000000

Non-Reimbursable Base Currency Amount 125.00 USD

No Receipt

Accounting Details

If you need to take a break to find the supporting documentation, click the **Save for Later** link.

Create Expense Report Save for Later | Summary and Submit

Actions ...Choose an Action GO

*Business Purpose Education Default Location Attachments

*Report Description 1-12345

Reference ZSFG

Expenses Total 125.00 USD

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/03/2018	Educational Reimbursement	Business Writing Course 231 characters remaining Receipt Split	Check	125.00	USD

*Billing Type Billable

Default Rate *Exchange Rate 1.00000000

Non-Reimbursable Base Currency Amount 125.00 USD

No Receipt

Accounting Details

16. **Click on “Summary and Submit.”**

Create Expense Report Save for Later | Summary and Submit

Actions ...Choose an Action GO

*Business Purpose Education Default Location Attachments

*Report Description 1-12345

Reference ZSFG

Expenses Total 125.00 USD

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/03/2018	Educational Reimbursement	Business Writing Course 231 characters remaining Receipt Split	Check	125.00	USD

*Billing Type Billable

Default Rate *Exchange Rate 1.00000000

Non-Reimbursable Base Currency Amount 125.00 USD

No Receipt

Accounting Details



How To Submit a Tuition-Related Expense Report

17. Click the checkbox.

*Business Purpose
*Description
Reference

Totals [View Printable Version](#) [View Analytics](#) [Notes](#) [Attachments](#)

Employee Expenses (1 Line)	125.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		125.00 USD	Amount Due to Supplier		0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

[Submit Expense Report](#)

18. Select the "Submit Expense Report" button.

*Business Purpose
*Description
Reference

Totals [View Printable Version](#) [View Analytics](#) [Notes](#) [Attachments](#)

Employee Expenses (1 Line)	125.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		125.00 USD	Amount Due to Supplier		0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

[Submit Expense Report](#)

19. Select "OK."

Expense Report Submit Confirm

[Create Expense Report](#)

[Submit Confirmation](#)

Totals [View Printable Version](#) [View Analytics](#) [Notes](#) [Attachments](#)

Employee Expenses (1 Line)	125.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		125.00 USD	Amount Due to Supplier		0.00 USD

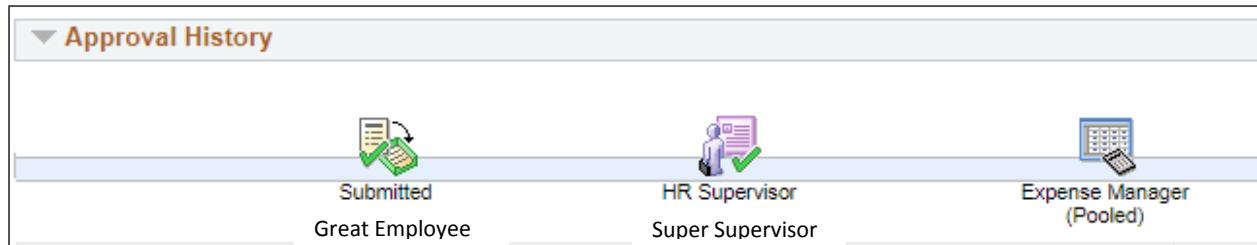
[OK](#) [Cancel](#)



How To Submit a Tuition-Related Expense Report

Next Steps

Once the employee submits a request, the “train stop” (see image below) will appear to let the employee know where he/she is in the process.



- The Expense Report is routed electronically to the HR Supervisor. The HR Supervisor is the person listed as the “Reports To” field in People and Pay.
- The green check mark indicates the step is complete.
- After the HR Supervisor approves the request, the request is routed to DHR because the funds are in DHR’s budget.
- DHR reassigns the expense report to the employee’s accounting team (Expense Manager). A “Pooled” Expense Manager indicates multiple people have access to review and approve the expense report. Once the expense report is approved, the approver’s name will appear.

Expense Report Statuses

- **Pending** –Expense report was not submitted yet
- **Submit for Approval** –Submitted but not approved yet
- **In Process** –Approvals were in process, at least one level was approved
- **Approved** –The expense report was approved by all approvers
- **Staged** –The expense was approved and sent to People and Pay for payment
- **Paid** –The employee was paid; employee may be paid before this status appears due to timing between Financials and People & Pay systems