March 2015

PAY IT! QUICK REFERENCE GUIDE for FACULTY

Personal reimbursements are now processed in the College's Expense Management system, Pay It!. Reimbursement requests for college-related expenses will be entered into Pay It! by Faculty Support staff. The individual faculty member seeking reimbursement is responsible for logging into Pay It!, reviewing the reimbursement details, acknowledging the Electronic Agreement, and submitting the reimbursement for approval, generally to the Academic Dean. The reimbursement process remains unchanged in that employees are expected to submit original, itemized receipts before reimbursement will be made. Reimbursements will continue to be made via direct deposit or by check.

There are three steps in Pay It! for faculty to submit reimbursements.

STEP 1: LOG IN TO PAY IT!

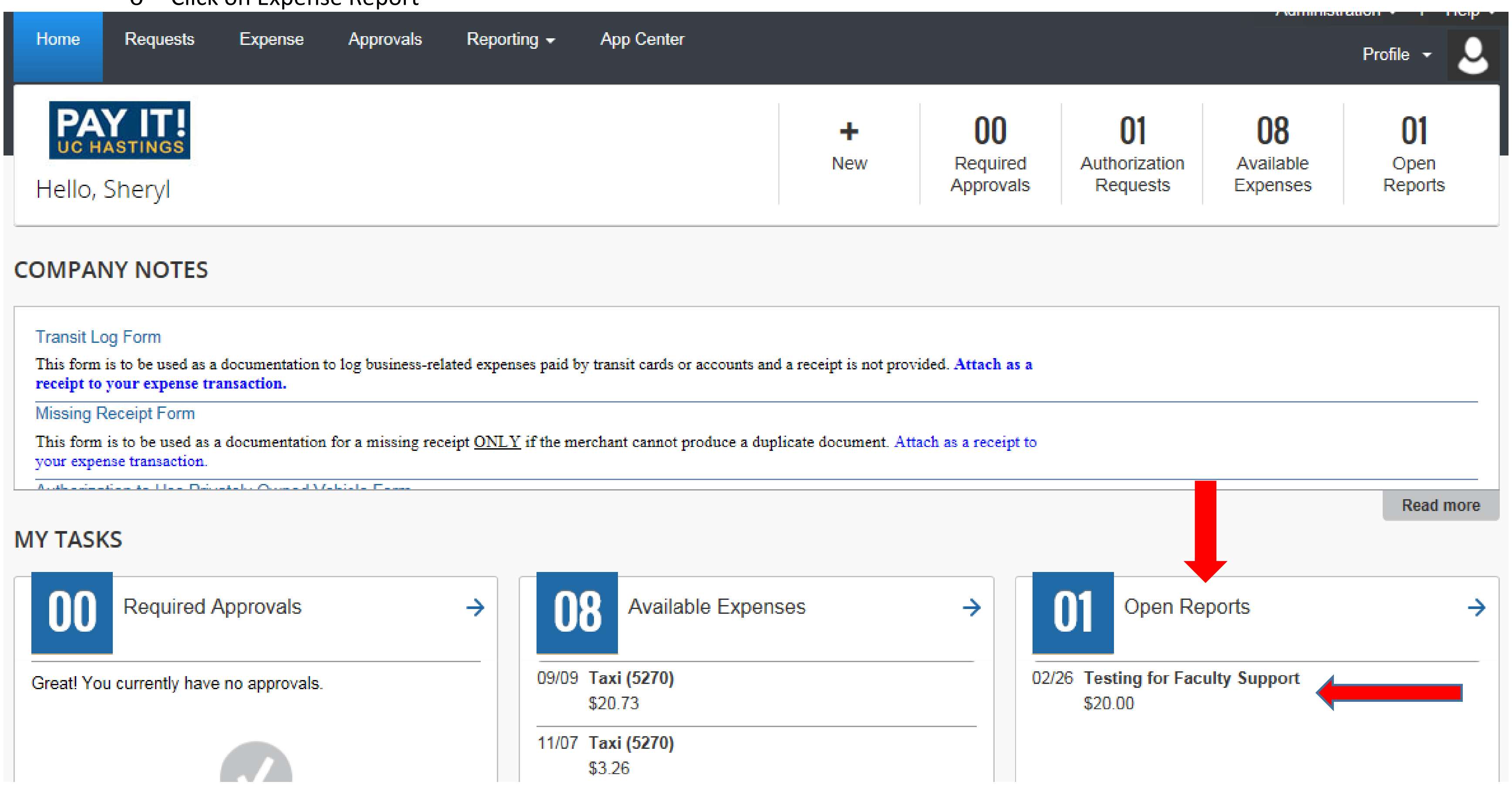
Pay It! can be accessed from any computer with internet access.

URL: Payit.uchastings.edu
USERNAME: Name portion of your UCH email address only (i.e. "smithr", not smithr@uchastings.edu)
PASSWORD: Your UCH email password

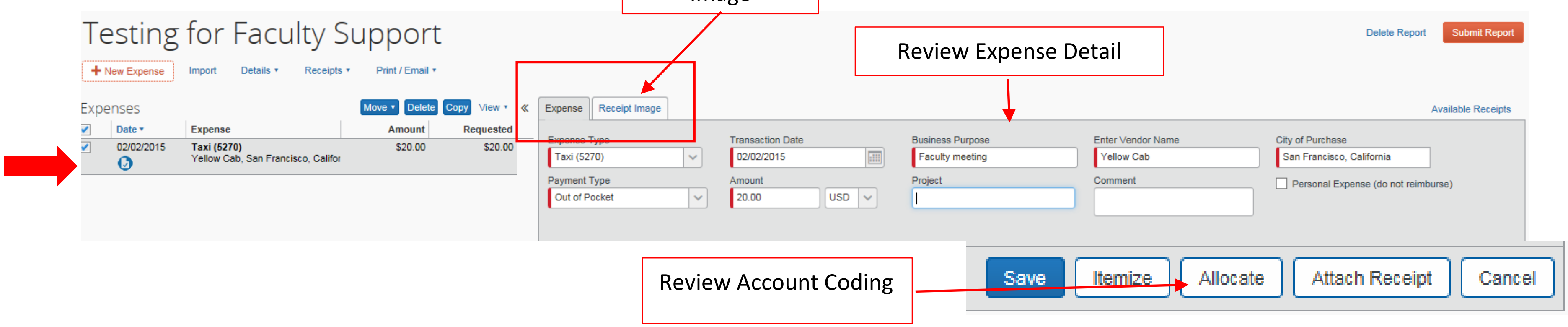
STEP 2: REVIEW EXPENSE REPORT

The faculty member must review the reimbursement data entered by the faculty support staff member on his or her behalf to be sure it is accurate and correct. Reimbursement date includes: amount to be reimbursed, business purpose, date of transaction and gl account number being charged.

- To review the Expense Report, go to the "Open Reports" area in the My Tasks section
  - Click on Expense Report



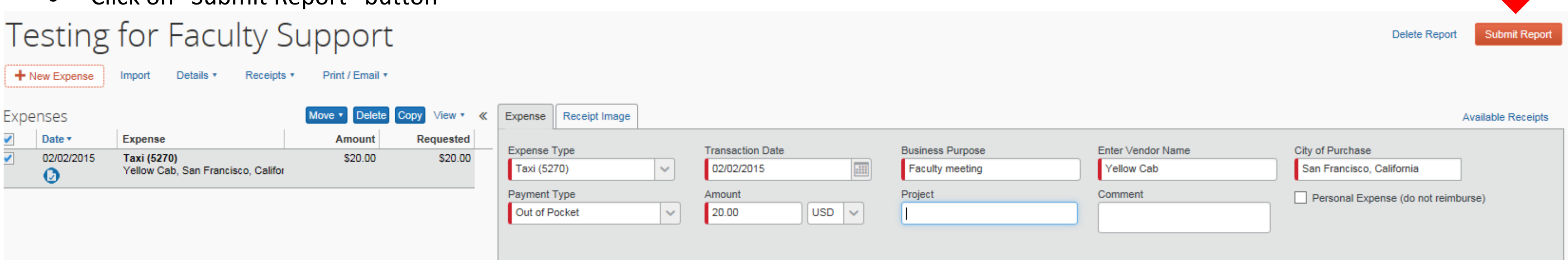
- Click on each expense
    - Review Expense Detail
    - Review Expense Receipt
    - Review Account Coding



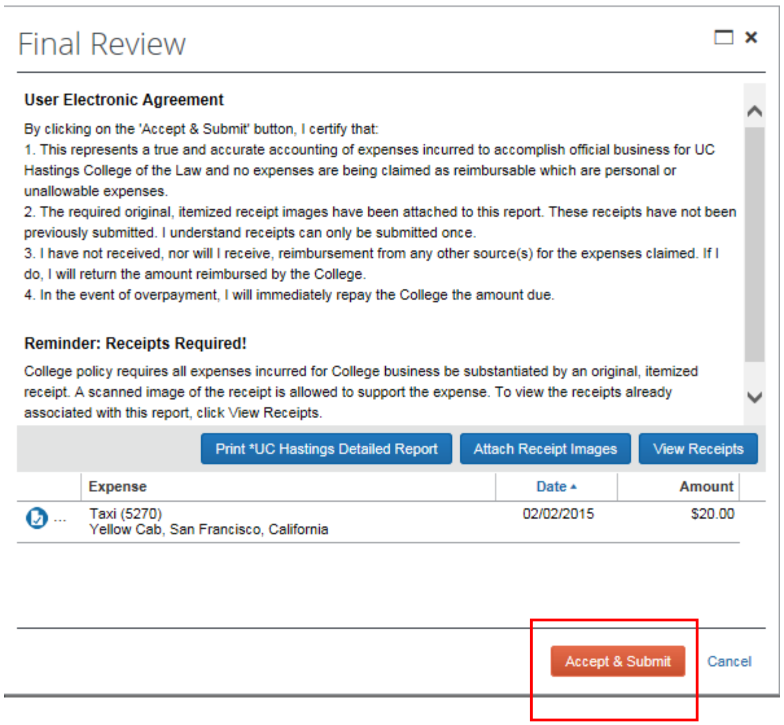
<u>STEP 3: SUBMIT EXPENSE REPORT</u>

The faculty member must accept the User Electronic Agreement and submit the expense report.

- Click on "Submit Report" button



- Read the User Electronic Agreement and click on the "Accept & Submit" button



For reference, the complete User Electronic Agreement is shown below.

Final Review

User Electronic Agreement

By clicking on the 'Accept & Submit' button, I certify that:
1. This represents a true and accurate accounting of expenses incurred to accomplish official business for UC Hastings College of the Law and no expenses are being claimed as reimbursable which are personal or unallowable expenses.
2. The required original, itemized receipt images have been attached to this report. These receipts have not been previously submitted. I understand receipts can only be submitted once.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed. If I do, I will return the amount reimbursed by the College.
4. In the event of overpayment, I will immediately repay the College the amount due.

Reminder: Receipts Required!

College policy requires all expenses incurred for College business be substantiated by an original, itemized receipt. A scanned image of the receipt is allowed to support the expense. To view the receipts already associated with this report, click View Receipts.
If you have already provided receipts, you can submit your report now.

REIMBURSEMENT PROCESS

After the expense report is submitted by the Faculty Member, the report moves on to Academic Dean. After approved by the Academic Dean, Accounts Payable receives the report for audit review. The reimbursement is then processed, within 7-10 days via Direct Deposit or check. At any time, you can go back into PayIt! to view the status of your expense report.