
Does everyone with a UCH issued CC need to sign the Business Expense Policy even if we have signed the old one?

Yes, everyone who has an UCH issued CC will have to sign the new Business Expense Policy because this is a completely new policy we have rolled out.

Will the drop-down selections in the expense reporting document be limited to role and/or community or will everyone see the entire organization hierarchy?

It will be limited to what you have access to. Everyone will have different access. This will help limit what every end user is seeing. A reminder Workday is role based and everyone has different access.

Is the cost center our property or always central office?

Your cost center is basically based on your department. If you are a Housing Manager, your cost center CC001 Housing Manager. This is a new way of looking at how you are categorized in Workday. A big shift and new lingo from what we are used to.

Will we be able to combine housing and corporate on the same expense report?

Yes, we have the option to combine multiple expense reports. We will be able to combine expense reports with different companies, cost centers, locations, and service lines, they just must be done one at a time.

What is the Project Line?

This is for capital projects. It is not a required field for filling out an expense report. A good barometer is that if anything has an asterisk, it is a required field.

What about managers who cover double properties and area managers who travel to different properties

See answer above, they will be able to combine multiple expense reports for different locations.

So, no more MasterCard statement to work from?

That is correct, we will have an integration directly with 5/3rd - MasterCard so we will be able to see in real time each time the card is used.

If you itemized a charge does the company need to be parent so it won't throw an error?

Yes, that is correct. It is best practice to start a new expense report if you are switching companies to avoid any errors.

How does the receipt get into Workday?

If you are doing it via mobile, you can do it seamlessly by taking a picture of it. If you are going to use your desktop, take a picture of the receipt and send it to yourself. If you do not have a smart phone, you will have to scan your receipt at a community and send it to your email. Overall, we should make it a norm to take a picture of a receipt immediately when we get one.

The mobile expense reimbursement and receipt submission is referenced in the "Getting Started with Mobile" video. This video is located in the HCM training session #1 on the shared drive. The video shows an individual submitting a receipt via the mobile app.

Is the Google maps screenshot considered the receipt for mileage?

We have configured the Google Maps integration within Workday for mileage expenses in Testing (EndtoEnd UCH3) and will be ready for Go Live on 1/3 for Production.

Things to remember when booking mileage expenses:

- You will need to add all legs of the trip separately – so this means you must add an expense line for every leg you travel (on a computer it will be to the top left of your expense report)
 - Example: Traveling from Glenwood to Chapel Hill roundtrip – type in the destination to Chapel Hill for one leg (the mileage within Google Maps will automatically calculate) add an additional expense line for the return from Chapel Hill to Glenwood
 - If you are adding multiple stops on a trip around Ohio to different communities, you must add each leg separately
 - Reminder – This is Google Maps, so you must make sure you are searching the correct location as you would when using Google Maps on your phone or computer
- Please do not take pictures of your odometer – use the Google Maps function every time. This has been built specifically for mileage and will auto populate for you to type in destinations

- If you travel a lot, I suggest running through some test scenarios in the EndtoEnd Tenant so you can get used to what will be asked of you after the new year

The new expense policy now says dinner is up to \$35 now. Will that adjust in Workday soon?

This has been built into Workday and will send a warning if you go over. If an individual goes over, they must provide reason for it. If it happens consistently, we will suspend the card. All of this will be tracked in real time within Workday.