

Sessional Lecturer PDR Claim Submission via Expense Claim System

Table of Contents

Professional Development Reimbursement (PDR)	.2
CUPE 3913 Unit 2 Sessional Instructors	2
Expense Claim System (ECS)	.2
Instructions	.3
Step 1 - Log into ECS	3
Step 2 - Add a New PDR Claim	3
Step 3 - Enter General Information	4
Step 4 - Expense Input Receipts – NOT Previously Claimed	5
Step 5 - Expense Input Receipts – Previously Claimed	6
Step 6 - Coding	7
Step 7 - Verify and Print Claim	7
Step 8 - Submit the PDR Claim	9
Reimbursement	0

Professional Development Reimbursement (PDR)

CUPE 3913 Unit 2 Sessional Instructors

On an annual basis commencing in September of each year, the University will make available a professional development fund of \$35,000. The purpose of this fund is to offset costs to the Sessional Lecturer to participate in academic conferences/seminars or to purchase materials in support of their professional/academic development. A Sessional Lecturer is entitled to such reimbursement to a maximum of \$400 once per semester and subject to the availability of funds (total reimbursement for all Bargaining Unit members cannot exceed the amount available per year). In addition, any remaining funds may be transferred from one year to the next. Reimbursement to the allowable maximum is made upon receipt of original receipts detailing expenses. Please refer to Appendix C of the Unit 2 Collective Agreement.

For more information visit: <u>https://www.uoguelph.ca/facultyrelations/tas-sessionals/sessional-lecturer-pdr</u>

Expense Claim System (ECS)

All PDR claims are submitted electronically through the <u>Expense Claim System (ECS)</u>. The ECS is the same system used for Travel & Expense Claims. Complete the <u>ECS tutorial</u> to understand the basics of the system. However, **submitting a PDR has a different process than submitting a Travel & Expense Claim**. Please follow the following instructions:

Note: It is recommended to use Google Chrome. Other browsers have had difficulty with key functions that are required when submitting a PDR claim.

Instructions

Step 1 - Log into ECS

Log into the ECS (<u>https://ecs.cs.uoguelph.ca:8003</u>) using your central login account. Click 'Claims' on the top right-hand corner. - It is recommended that you use Google Chrome, as others have had difficulty with other browsers.

UNIVERSITY CUELPH Expense Claim System
Home 💿 Claims 🕑
Welcome to the UofG Expense Claim System (ECS)
YEAR END IS FAST APPROACHING! Expense claims (hard copies with receipts.) must be received in ECS by MAY 1st at 4:30 PM. Please submit claims now to avoid the year end rush! Waiting until the last minute can result in missing the deadline if you experience issues obtaining documentation or signatures.
THE ECS UPGRADE IS NOW COMPLETE. You will notice changes to the look and some functionality. We HIGHLY recommend that you view the updated lutorial video prior to completing your next claim. If you experience technical difficulties, please contact
SESSIONAL PDR - We are now accepting claims for the winter session. The deadline for the hard copy to be received in ECS is June 1st.
DIRECT DEPOSIT PAYMENT UPDATE: Your first claim reimbursement will be cheque. Future reimbursements will be direct deposited if HR bank account info is on file. The EFT (Electronic Funds Transfer) automation process will switch your payment
information for expense claims to the same bank account as your payroll.
PROCESSING TIMELINE: Signed/authorized expense claims (with receipts) are delivered or mailed to Payment Services 5th floor UC where they are date stamped and reviewed in the order received. Once complete, claims are then processed. EFT payment runs are Wed. (Fri. deposit) and Mon. (Wed. deposit) each week. Cheques are processed on Mon. and mailed to the claimant's home depart. the following Wed.
FIRST TIME USER : Please review the online Tutorial before completing any claims online.

Step 2 - Add a New PDR Claim

Click on 'Add New Expense Claim'.

UNIVERSITY#GUELPH Expense Claim System	Ω dunnd ⊘Help ⊖Logout
Home 🕑 Claims 🛇	
Employee Claims	Add New Expense Claim
New or Returned Claims for Devin Dunn	
No data found.	
Claims Submitted but not Reviewed by Payment Services for Devin Dunn	
No data found.	

Step 3 – Enter Expense Claim Details

Please fill out the blanks highlighted in blue according to below:

- Contact: Your name.
- **Contact Phone #:** Your phone extension or cell phone.
- Expenses Start: Start date of your expense according to your receipts.
- **Expenses End:** End date of your expense according to your receipts. (For example: If claiming computer/supplies expense, then the start and end date would be the same. If claiming expense for a conference, the start date would be the purchase date of conference and the end date would be the last day of travel.)
- **Destination:** Location of your expense. (Only complete if your PDR involved travel.)
- Purpose/Notes: You MUST enter 'CUPE 3913 Unit 2 PDR for [semester and year]' and an explanation of what the PDR was for, providing details. Include the College and Academic Unit(s) in which you teach. (For example: Purchase new laptop for a DE course you are teaching; or Conference in Toronto which includes transportation and accommodations.)
- **Supervisor/Chair:** Name of your Supervisor/Chair. (*They will be signing your PDR for submission.*)
- Supervisor/Chair Title: Title of your Supervisor/Chair.
- **Dean/Director:** Name of your Dean/Director. (They do not have to sign your PDR for submission, unless you do not have a Supervisor/Chair.)
- **Dean/Director Title:** Title of your Dean/Director.

Once all fie	elds are	complete,	click	'Save'.
--------------	----------	-----------	-------	---------

Expen	se Claim Detail	S										Return / Cancel ←]
	Reference	0			Claim Date 05-MAR-2019	0	Claim Status	New	Claimant	Your Name		
	Contact		(0					Supervisor / Chair		0	
	Contact Phone #		(0					Supervisor / Chair Title		0	
	* Expenses Start	DD-MON-YYYY	₩ ?						Dean / Director		0	
	* Expenses End	DD-MON-YYYY	₩ 0						Dean / Director Title		0	
	Destination				0				Tri Council	Yes No		
	^r Purpose / Notes	CUPE for Fa	3913 U II 2019	Init 2 – PD	R ^⑦							
	Advances	0								ECS Checklist 🗘 🕐		
	* Validated	No		* Submitted No	Subr	nitted Date (0		Submit Status	Not Submitted 0		
Save												

Step 4 - Expense Input Receipts – NOT Previously Claimed If a previous claim has been submitted and you are carrying forward from your PDR last semester, please skip to Step 5 'Expense Input Receipts – Previously Claimed'.

See 'Expense Input' section below the form you just completed. Enter all receipts according to below:

- Entry #: Each receipt is entered separately and numbered accordingly.
- Receipt Date: Date of purchase.
- **Expense Description:** A brief description of what the receipt is for. (For example: Laptop, laptop case, and charger; or hotel accommodations; or transportation to Toronto)
- Expense Category Object Code: Select the appropriate category or click 'Other'.
- Auto KM: Complete only if mileage was involved for your PDR.
- Location Tax: What tax was charged on the purchase depending on the location of purchase. If your PDR involves air fare, click 'Location Tax' in blue text above the field.
- Previous Paid Reference/Previous Paid: Leave blank.
- Canadian Amount: Enter the amount on the receipt if it is in Canadian Dollars (CAD).
- **Currency/Exchange Rate/Foreign Amount:** Only complete if the purchase was not in CAD. For instructions to complete these fields, please watch the <u>ECS tutorial</u>.

Continue completing the fields for all subsequent receipts. If needed, add more rows by clicking 'Add Row' at the top of the 'Expense Input'.

	* Va	idated No ?		* Submitted No 🤅) Submitted Dar	e ?			Submit Status	Not Submitted	0			
Sav	• 🖉 🛛 🗸	alidate/Submit 🅎	PDF Expense Claim Re	eport e										
						E	xpense In	put						
Qv	Search	All Text Columns	Go Edit	Add Row (below c	urrent row)									🕞 Reset
~	=	Entry # ↑≞	Receipt Date	Expense Description	Expense Category Obj	Auto KM	Location Tax	Prev Paid Ref	Previous Paid	Canadian Amount	Currency	Exchange Rate	Foreign Amount	Can \$ Equiv
	= 0													
1 rows	selected												I< <	1 > > - of 1
Save	2													

Example, \$100 for textbooks, 'Other' Object Code 63103 - Supplies, Misc Teaching

	Expense Input														
Q٧	Sear	ch: All Text Colun	ins	Go Edit	Add Row (below current row	v)									🕞 Reset
		Entry	¥↑≞ F	Receipt Date	Expense Description	Expense Category Obj	Auto KM	Location Tax	Prev Paid Ref	Previous Paid	Canadian Amount	Currency	Exchange Rate	Foreign Amount	Can \$ Equiv
		Ŵ	1 (01-MAY-2019	Text books for teaching cour	Other		Ontario		No	100				100
1 rows s	elected	1												< < 1	> > 1 - 1 of 1
Save 🕑															
		\$100.00 Total Expenses			\$100.00 Total Coded	\$ Previou	0.00 sly Claimed		\$100.00 Reimbursed This) s Claim	C	al KM		2 Total Lines (ma	ıx 60)

Once all fields are entered, click 'Save'.

Go to Step 6.

Step 5 - Expense Input Receipts – Previously Claimed If this is a new PDR claim, please follow Step 4 - Expense Input Receipts – NOT Previously Claimed' section above. This step is only necessary if the PDR claim is a carry forward from a previous semester.

See 'Expense Input' section below the form you just completed. Enter all receipts according to below:

- Entry #: Each receipt is entered separately and numbered accordingly.
- **Receipt Date:** Date of purchase.
- **Expense Description:** A brief description of what the receipt is for. (For example: Laptop, laptop case, and charger; or hotel accommodations; or transportation to Toronto)
- Expense Category Object Code: Select the appropriate category or click 'Other'.
- Auto KM: Complete only if mileage was involved for your PDR.
- Location Tax: What tax was charged on the purchase depending on the location of purchase. If your PDR involves air fare, click 'Location Tax' in blue text above the field.
- **Previous Paid Reference:** Enter the reference # from the previous PDR submission. (*It is a 5-digit number located on the first page of the printed PDR form; alternatively, check your history of claims in ECS. A copy of your previous PDR claim is required for submission.*)
- Previous Paid: Respond 'Yes'.
- **Canadian Amount:** Enter the **full** amount on the receipt if it is in Canadian Dollars (CAD).
- **Currency/Exchange Rate/Foreign Amount:** Only complete if the purchase was not in CAD. For instructions to complete these fields, please watch the <u>ECS tutorial</u>.

Continue completing the fields for all subsequent receipts. If needed, add more rows by clicking 'Add Row' at the top of 'Expense Input'.

Once all fields are entered, click 'Save'.

* Valida Save 🔗 🛛 Valid	ted No ? date/Submit 🔿	PDF Expense Claim Re	* Submitted No 🕜	Submitted Date	0			Submit Status	Not Submitted	0			
					E	xpense In	put						
Q. v Search: All Text Columns Go Edit Add Row (below current row)													
✓ ■	Entry # ↑≞	Receipt Date	Expense Description	Expense Category Obj	Auto KM	Location Tax	Prev Paid Ref	Previous Paid	Canadian Amount	Currency	Exchange Rate	Foreign Amount	Can \$ Equiv
☑ = 🛍													
1 rows selected												IC C	1 > > - of 1
Save 🧭													

Step 6 - Coding

Enter the following information in the Fund, Unit, Grant and Project fields:

Fund: 101 Unit: 002899 Grant: 000000 Project: 700083

Coding Input

Coding in Ontario Expense (Ontario 13% HST Paid)															
Q ~ Search: All Text	t Columns	Go	Edit	Add Row (t	pelow current row)										E Rese
✓	. Fund	Unit	Grant	Project	Airfare	Surface Tran	. Accommodation	n Meal	Auto KM	Conference	TI (Obsolete)	Hospitality Catg	Hospitality Amt	Other Obj Co	Other Amou
⊻ ≡ 🛍	101	002899	000000	700083											
1 rows selected															< < 1 > > - of
Save 🧭															
		Coc	ling Summar	y Airfs 9 6240	ure Surf 1 07 6	ransport Ac 2408	ccommodation 62406	Meals 62405	Auto KM 62409	Conference Reg 62553	TI (Obsolete) 62410	Hospitality Catg	Hospitality An	t Other Obj	Other Amt
			Total Claimed	d											
			Total Codeo	d											
			Difference	e											
			Statu:	s											

Enter the receipt amount under the appropriate object code, i.e. Airfare 62407.

If Other Object Code, enter the appropriate Object Code for the current expense line. Help with Object Codes is available here -

https://www.uoguelph.ca/finance/object_codes?OBJECT_ID=&OBJECT_DESC=teaching&CATEGORY_DESC=

Depending on the expense category selected in Step 4 or 5, an amount will appear in the applicable column, i.e. 'Other Obj Code'. Enter the amount shown in "Total Claimed" in the first row of the column. The status will change to Complete.

Coding Input

0	2~	Search: A	JI Text Co	olumns	Go	Edit	Add Row (below	v current row)										€ R
	≡		St	Fund	Unit	Grant	Project	Airfare	Surface Tran	Accommodat	ion Meals	Auto KM	Conference	TI (Obsolete)	Hospitality Catg	Hospitality Amt	Other Obj Co	Other Ar
	≡	Ŵ	0	101	002899	000000	700083										63102	
1) Sa	ows sele	ected															K	
							Airfare	Surf Tr	ansport Acc	commodation	Meals	Auto KM	Conference	TI (Obsolete)				
					Cou	ding Summar	fy 62407	624	408	62406	62405	62409	Reg 62553	62410	Hospitality Catg	Hospitality An	nt Other Obj	Other An
					Coi	ding Summar Total Claime	r y 62407 d	624	408	62406	62405	62409	Reg 62553	62410	Hospitality Catg	Hospitality An	nt Other Obj	Other Am
					Со	Total Claime Total Code	r y 62407 d d	62-	408	62406	62405	62409	Reg 62553	62410	Hospitality Catg	Hospitality An	nt Other Obj	0ther An 10
					Cor	Total Claime Total Code Total Code Differenc	ry 62407 Id d	624	408	62406	62405	62409	Reg 62553	62410	Hospitality Catg	Hospitality An	tt Other Obj	0ther Ar 10

Click 'Save'.

Step 7 – Verify and Print Claim

Click on 'Validate/Submit'.

If you have completed the form correctly, the Processing Status will say "Claim <number>: has been validated without warnings."

If there are errors on the form, the Processing Status will provide details. Errors must be corrected before submission is finalized.

Expense Claim Deta	ails						Return / Cancel ←]
Reference	119095 ⑦	Claim Date 02-MAY-2019 (?)		Claim Status New ③	Claimant	Vicki Isotamm (?)	
Contact	Vicki L Isotamm	0			Supervisor / Chair	Name	0
Contact Phone #	5198244120	0			Supervisor / Chair Title	Name] 💿
* Expenses Start	01-MAY-2019 🛱 🔅				Dean / Director		0
* Expenses End	02-MAY-2019 🛱 🕐				Dean / Director Title		0
Destination	Example for new FASR coding - Thi	s is not a real expense claim!	0		Tri-Council	Yes No	
* Purpose / Notes	CUPE 3913 Sessional Lecture Text books for course xyz.	er PDR for Winter 2019	0				
	76 of 2000		11				
	If this claim has expense related t is attached with the claim, also m the conference. If it's related to Pi	o conference, please make sure a copy o ake a note in "Purpose" the name, startin DR, please note if it is Faculty, Sessional,	f conference agenda ig and ending date of P&M or Other.				
Advances	0					ECS Checklist 🗒 🕐	
* Validated	No ⑦	* Submitted No ⑦	Submitted Date	0	Submit Status	Not Submitted ①	
Save 🖌 Validate/	Submit PDF Expense Claim I	Report e					

Once the claim is validated successfully, click "PDF Expense Claim Report". (This will not work in Safari. Please use Google Chrome.)

Expense Claim Deta	ils							Return / Cancel ←]
Reference	119095 ③	Claim Date 02-MAY-2019 ⑦		Claim Status New	Claimant	Vicki Isotamm ⑦		
Contact	Vicki L Isotamm	0			Supervisor / Chair	Name	0	
Contact Phone #	5198244120	0			Supervisor / Chair Title	Name	0	
* Expenses Start	01-MAY-2019 🛱 🕐				Dean / Director		0	
* Expenses End	02-MAY-2019 🛱 🕜				Dean / Director Title		0	
Destination	Example for new FASR coding - This	s is not a real expense claim!	0		Tri-Council	Yes No ?		
* Purpose / Notes	CUPE 3913 Sessional Lecture Text books for course xyz.	er PDR for Winter 2019	0					
	76 of 2000 If this claim has expense related t is attached with the claim, also m the conference. If it's related to PI	o conference, please make sure a copy ake a note in "Purpose" the name, star DR, please note if it is Faculty, Session:	r of conference agenda ting and ending date of II, P&M or Other.					
Advances	0					ECS Checklist 🖱 🕥		
* Validated	Yes ⑦	* Submitted Yes	Submitted Date 02-MAY	/-2019 15:24:39 ⑦	Submit Status	Submitted ⑦		
Save 🧭 Validate/	Submit PDF Expense Claim F	Report						

The PDF of the Expense Claim Report is two pages. Print the report double-sided if possible. The second page must be printed landscape to ensure all coding is visible. Sign and date beside "Claimant". Do not use electronic signatures.

	Tra	vel and Business	3		
UNIVERSI # <u>GUELPH</u>	Cla Hor Exp Cla Exp Exp	imant me Department pense Claim Ref # im Date penses Start penses End	Isotamm PROVC <u>119095</u> 02-MAY 01-MAY 02-MAY	1, Vicki XST/VP ACADEMIC 7-2019 7-2019 Y-2019	
Destination	Example for	new FASR coding -	This is no	ot a real expense claim	1
Purpose/Notes	CUPE 3913 Text books f	Sessional Lecturer F or course xyz.	DR for W	Vinter 2019	
This claim is ider Expense Claim St	ntified as a Tri ummary	-Council Grant: N			
Expense		Total Trip	F	reviously Claimed	Expense Reimbursed
Category		Expense)r Direct Billed	This Claim
Airfare					
Surface Transport	2				
Accommodations					
Meals with Receip	ts				
Meals per Diem					
Auto KM (\$)					
Conference Regist	ration				
	S				
Travel - Incidental		-75 PC			
Travel - Incidental Hospitality		10 M			
Travel - Incidental Hospitality Other			100.00		100.0
Travel - Incidental Hospitality Other Not Specified			100.00		100.0
Travel - Incidental Hospitality Other Not Specified Total Expenses			100.00		100.0
Travel - Incidental Hospitality Other Not Specified Total Expenses By signing below, There busines purpose; were Isotamm, Vicki Chimant	by certify that all e not previously rein	ppenses being claimed are in nbursed and that they are is Signature	100.00 100.00 net of any sup n compliance	pplier rebates and discounts; with University policies.	1000 1000 were incurred for University Date
Travel - Incidental Hospitality Other Not Specified Total Expenses By claube below, There busines puppose, were Isotamm, Vioki Chimant University poincies, prosi Name / Name	by certify that all e not previously rein g below, I here by ading that they wern	penes being claimed are nbured and that they are is Signature centre have reviewee to the set of the set of the set of the University be	100.00 100.00 net of any sup n compliance s the expendit winess purpo	phier rebaies and discounts; ; with University policies; tures on this claim and that th sets.	1000 1000 were incurred for University Date bey are in compliance with
Travel - Incidental Hospitality Other Not Specified Total Expenses By signing below, I here Isotamu, Vicki Chiman Vicki Chiman Vicki Chiman Mame Supervisor / Chair	by certify that all e not previously rein g below, I hereby awing that they wer	nperues being claimed are i mburied and has they are is Signature certification of the second second they are interesting to the second the second second second second the second second second second second the second second second second second the second second second second second second the second second second second second second second second the second sec	100.00 100.00 net of any sup n compliance 3 the expendit usiness purpo	ppher rebates and discounts; with University policite: 	100.0 100.0 100.0 were incurred for University Date hey are in compliance with Date Date
Travel - Incidental Hospitality Other Not Specified Total Expenses By signing below, Horee Juneors purpose, were Isotamm, Vicki Chimant June any ponces, una Name / Name Supervisor / Chair "Dean / Director	by certify that all e not previously rein g below, I hereby eading that they wer	perues being claimed are interned and that they are it Signature certifier have reviewee of the traisevee of the traisevee of the traisevee of the traisevee signature Signature	100.00 100.00 net of any sup n compliance s the expendit usiness purpo	ppher rebates and discourds; phar howersty policies 	1000 1000 1000 were incurred for University Date ley are in compliance with Date Date Date

Print Date 2-May-2019 Page: 1 of 2

Expense Claim for Isotamm, Vicki Reference: 119095

	Entry No	Receipt Date	Expense Description	Expense Category Object	Auto Km	Location Tax	Previous Pay Reference	Prev. Pay	Canadian Dollar Expense	Currency	Exchange Rate	Foreign Amount	Can \$ Equivalent	
ſ	1	01-MAY-2019	Text books for teaching course xyz	Other		Ont			100.00				1	00.00
ſ	Summary	Totals: Total Evp.	enses 100.00	Te	tal KM_0		Previous	v Claimed	Direct Bill 0.00		Expense 5	eimburged Th	is Claim 1	00.00

Coding Input - In Ontario Expenses (Ontario HST Paid)

					Surface	Accommo-		Auto	Conference	Travel	Hospitality			
				Airfare	Transport	dations	Meals	KM(\$)	Registration	Incidentals	Object	Hospitality	Other	Other
Fund	Unit	Grant	Project	62407	62408	62406	62405	62409	62553	62410	Code	\$ Amount	Object Code	\$ Amount
101	002899	000000	700083										63102	100.00
			Total Coded											100.00
		Т	otal Claimed											100.00
			Difference											0.00
			Sector											Consulate

Other Province Expenses (within Canada non Ontario)

					Surface	Accommo-		Auto	Conference	Travel	Hospitality			
				Airfare	Transport	dations	Meals	KM (\$)	Registration	Incidentals	Object	Hospitality	Other	Other
Fund	Unit	Grant	Project	62407	62408	62406	62405	62409	62553	62410	Code	\$ Amount	Object Code	\$ Amount
Total Coded														
Total Claimed														
			Difference											
Status														

Outside Canada Expenses (No GST &/or HST)

					Surface	Accommo-		Auto	Conference	Travel	Hospitality			
				Airfare	Transport	dations	Meals	KM (\$)	Registration	Incidentals	Object	Hospitality	Other	Other
Fund	Unit	Grant	Project	62407	62408	62406	62405	62409	62553	62410	Code	\$ Amount	Object Code	\$ Amount
Total Coded														
Total Claimed										(
Difference														
			Status											

Step 8 - Submit the PDR Claim

Submit both pages of the claim form as well as original receipts to your Department Administrator for Supervisor/Chair/Dean/Director approval. **Do not use electronic signatures. We will not accept electronic signatures.** The Department Administrator will submit forms to *Payment Services, 5th Floor, University Centre*, on your behalf.

If submitting a new PDR claim, be sure to include all your *original* receipts. Keep a copy of your submission and receipts; especially if another PDR submission is required for a subsequent semester.

If submitting a previously claimed PDR, be sure to include a copy of your previous submission and receipts.

Reimbursement

If the PDR claim is approved, reimbursements will be processed through direct deposit. If you do not have direct deposit, cheques will be mailed to your main department.