When a member of your team submits an expenses claim you will first receive an email advising you of this. The claim will not be sent to Salaries to be paid until you have authorised it. To process this claim you must first log in to Self Service.

[Website URL]

All claims must be authorised in line with the expenses policy.

**Authorisation widget**

Any claims that are ready to be authorised by you will automatically show on the ‘Authorisation’ widget on the HR Self Service dashboard.

If you don’t see this widget you can add it by clicking the tool icon on the left sidebar.
Here you will see any available widgets. Click the widget you want to add and it will appear on your dashboard.

From the widget you can hover over each claim to show three buttons. Clicking the ‘i’ button will show basic summary of the claim.
HR Self Service
Expenses – Authorising a claim

If this is all the information you wish to review, you can approve/reject the claim from the widget. To do this, just select the relevant button next to the claim and click ‘Submit’.

View and authorise a claim
If you need more detail about the claim you can view this by clicking the person’s name.

This will then take you to the full claim screen.
In this screen you can drill down so see all the information for this claim. Each entry is presented as a line on the claim and these are grouped by cost centre.

To see the details of a line, click the arrow on the right side.

This will expend the line to show all the details provided.
It is possible to view any attached receipts by clicking the attachment in the bottom left corner.

At the bottom of the screen is a fields where you can add notes regarding the authorisation or rejection of the claim. This can be helpful if you are rejecting the claim.

To approve/reject the full claim you just click the button on the right side of the claim. The person who submitted the claim will now receive an email advising them of the outcome.
If you have authorised the claim, it will be sent to Salaries who will process the payment.

If rejected the claimant can edit the claim and resubmit if needed.

**Partial Authorisation/Rejection**

It is possible to authorise and reject individual lines within a claim. If you want to do this, just select the tick or cross against each line.

Once you have marked each line there is the option at the bottom of the screen to provide notes about the rejection. Once you are happy with this just click the green submit button.
If you have authorised any lines they will be sent to Salaries to be paid. Any that have been rejected will go back to the person who submitted the claim. They can then make a change and resubmit/withdraw the claim based on your rejection notes.