

MEMO

DATE: September 10, 2021

TO: All Employees

FROM: James Pede, Associate Director, Financial Operations

SUBJECT: Rapid Antigen Test - Guide to Creating an Expense Report in Workday

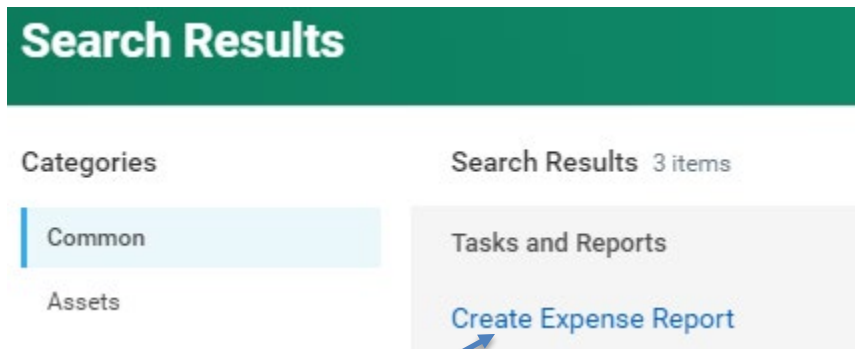
As per the [memorandum](#) issued on September 9, 2021 by Duane McNair, Vice President, Finance and Administration and Laura Stanbra, Vice President, Student Services, employees who obtain a rapid antigen test in order to comply with the College's Mandatory COVID-19 vaccination policy, may obtain reimbursement for testing costs incurred by submitting an expense report in Workday.

This guide provides step by step instructions for how to create an Expense Report in Workday to reclaim the costs of your rapid antigen test. All expense reports for testing reimbursements should be submitted by November 30, 2021. You are encouraged to submit your reimbursement claims as you incur your expenses rather than waiting to submit all claims at the end of November.

Before you begin, make sure you have saved a copy of your receipt on to your computer (acceptable file formats include .jpg, .gif, .png, .pdf or other common formats). After you have logged into Workday, type "create expense report" in the search bar, and then press enter:

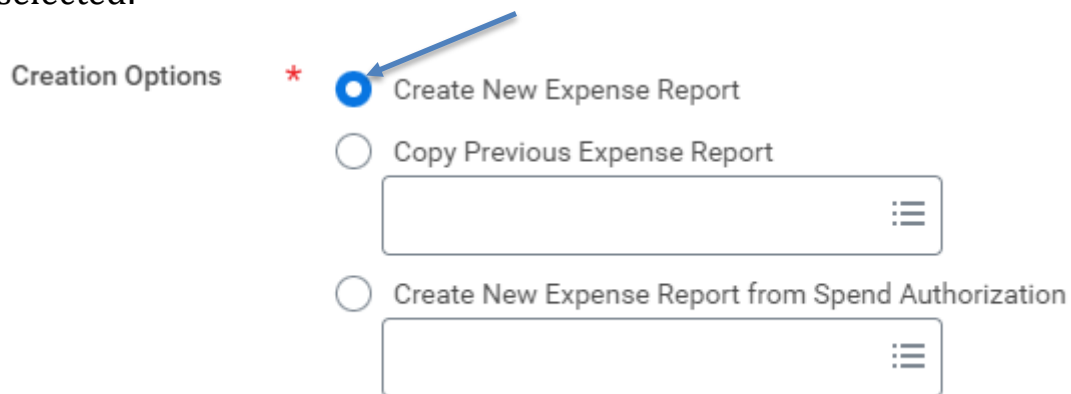
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This will bring up a **Search Results** screen:



Click on the **Create Expense Report** item in blue.

This will bring you to the **Create Expense Report** page. In the Creation Options section, ensure the option **Create New Expense Report** has been selected:



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In the memo field, type the date the test was purchased in the format DD/MM/YY and then add the description “Reimbursement for rapid antigen test”:

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09/09/2021 Reimbursement for rapid antigen test

Leave the default settings for **Company** and **Expense Report Date** (by default the date will be today’s date):

Company

*

× ALGON The Algonquin
College of Applied Arts and
Technology

Expense Report Date *

2021-09-09



In the **Business Purpose** box, click on the bullet point icon to the right of the box:

Business Purpose



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From the drop-down menu that appears, select the option, **Non Travel Related**:

Business Purpose

Search

- International Travel
- Non Travel Related
- Pcard Transaction
- Travel Outside of Ontario but in Canada
- Travel to US
- Travel Within Ontario

Cost Center *

Region *

Enable Tax

Business Purpose

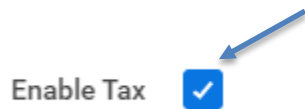
Workday has pre-populated your default **Cost Center** and **Region**. Do not modify the default cost center or region.

Cost Center *

Region *

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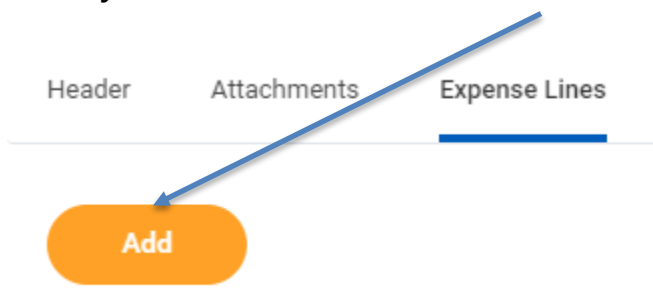
Next to the **Enable Tax** box, ensure that the box has been checked. If there is no checkmark, click on the box to add the checkmark:



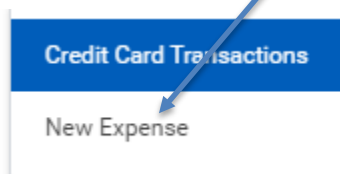
Click on the **OK** button.



This will bring you to the **Expense Lines** tab where you can now begin to enter your claim details. Click on the **Add** button.



Then click on the **New Expense** option (if you do not have a College credit card, Workday may skip this step):

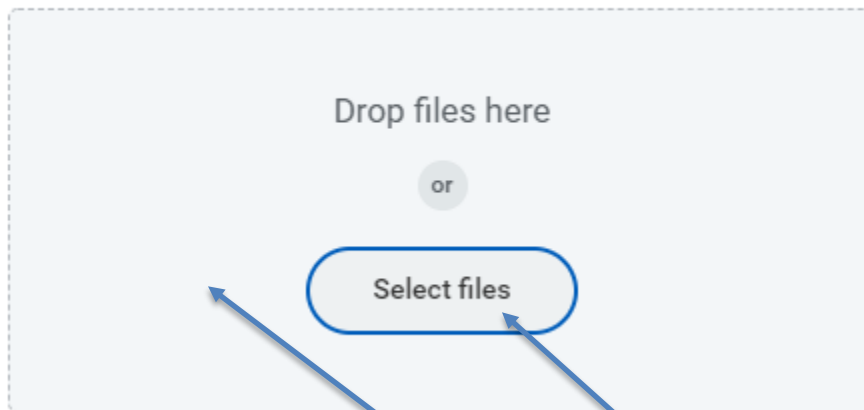



Now you can attach a copy of the receipt for your rapid antigen test to Workday.

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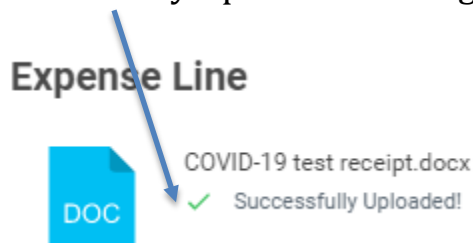
In the section **Drop files here or Select files**, you have two methods to add your receipt copy to Workday:

Expense Line



If you have saved your receipt copy to your desktop, you may drag and drop your receipt file anywhere in the box area, or if you have saved your receipt file in a network folder, you can click on the **Select files** button and find your receipt copy on the network  COVID-19 test receipt and click Enter.

If you have successfully copied your receipt file to Workday, you will see a Successfully Uploaded message:



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In the **Date** box, select the date that the test was purchased.

Date * 2021-09-09 

In the **Expense Item** box, enter "covid-19"

Expense Item *

Click on the **By Spend Category** option:


Expense Item * 

Total Amount * >

Currency * >

>

Scroll down in the drop-down menu to select the item **44204 Covid-19 Testing Costs**:

Search 

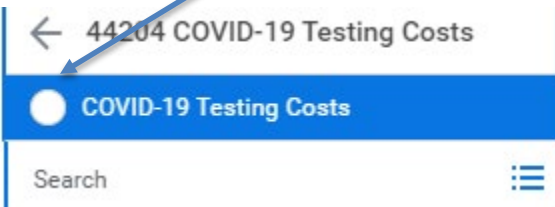
← By Spend Category

44202 COVID-19 Safety Supplies >

44204 COVID-19 Testing Costs >

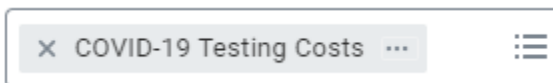
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Select the option **COVID-19 Testing Costs**:



The screenshot shows a mobile application interface. At the top, there is a navigation bar with a back arrow and the text "44204 COVID-19 Testing Costs". Below this, there are two input fields. The first is labeled "Date" with a red asterisk. The second is labeled "Expense Item" with a red asterisk and contains the text "Search". A dropdown menu is open from the "Expense Item" field, showing a blue bar with a white circle and the text "COVID-19 Testing Costs". A blue arrow points to this option.

After you have selected this option, you should see this in the **Expense Item** box:



The screenshot shows the "Expense Item" field with a red asterisk. The field contains a grey box with a white "x" icon, the text "COVID-19 Testing Costs", and a three-dot menu icon.

Next, enter the total amount of the receipt for your rapid antigen test in the **Total Amount** box:



The screenshot shows the "Total Amount" field with a red asterisk. The field contains the text "40.00" and is highlighted with a blue border.

Do not change the default cost center and region that have been populated by Workday. If the default cost center is changed from your home cost center, then your expense report will not route to your manager for approval.

*Cost Center

*Region

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Medical testing is exempt from GST and HST. Click on the bullet point icon in the **Tax Code** box and in the search field type “Exempt”:

Tax

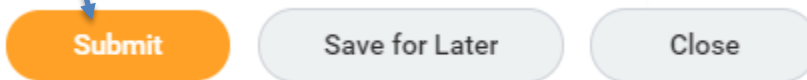
Tax Code

A screenshot of a web form. The label 'Tax' is in bold. Below it is a 'Tax Code' input field. The field contains a search dropdown with the text '× Exempt ...' and a bullet point icon on the right side. A blue arrow points from the text above to the bullet point icon.

If you have additional receipts for tests performed on other days to add to your expense report, you can click on the **Add** button again at the top left of the page to repeat the above steps for your next receipt.



When you have finished entering all of your receipts, click on the **Submit** button at the bottom left of the page to forward your expense report to your manager for approval in Workday.



After your manager approves your expense report in Workday, the Accounts Payable team will perform a final review of your expense report and then process your payment. Expense report reimbursements are run every Tuesday and Thursday and are made by direct deposit into your bank account.

If you require assistance with completing your expense report, please send an email with your contact information to [Jeanne Turcotte](mailto:jeanne.turcotte@algonquincollege.com).

How to Check on the Status of Your Expense Report:

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Go to the Workday homepage visible when you first log in or, while logged into Workday, click on the **Algonquin College logo** at the top left of your screen to bring you back to the homepage.



Click on the **Expenses** icon on the right side of your screen.



Expenses

After clicking on the **Expenses** icon, scroll down to see your **Recent Expense Reports**. This will tell you the current status of your expense report.

Recent Expense Reports

Draft - 9-Sep-2021 - Reimbursement for rapid antigen test

Paid - 29-Jul-2021 - UPS charges for the month of July 2021

You can also click on any expense reports on this list to see more details. If you have submitted your expense report, you can click on the Business Process tab, to see where your report is in the approval process in Workday.

Header

Attachments

Worker Payment

Business Process

Expense Lines