May 8, 2020

Effective June 1, 2020, **all employee reimbursements** with employee ID's are to be prepared through the Expense Reporting Management System (ERMS). Please take a look at this short video demonstration and user guide that contains step-by-step instructions and a checklist on how to prepare Employee Reimbursement requests to Finance.

The purpose for using ERMS will ensure:

1. Quicker payment times for your reimbursement. Each submission will be linked to your employee ID and banking information.
   o Your Employee ID is found on your pay stub.
2. Ability to track your payment status and edit if supporting documents are missing through ERMs.

For external vendors and staff without Employee ID's, the submission process is the same as of March 19, 2020, Research Finance requires your cooperation in submitting your digital payment requests detailed in the following video tutorial.