

ERMS Staff Reimbursements Mandatory as of June 1st

Research Finance has posted a new Announcement on their website. (<http://stmichaelshospitalresearch.ca/staff-services/research-finance-2/>)

Effective June 1, 2020, all employee reimbursements are to be prepared through the Expense Reporting Management System (ERMS). (stmichaelshospitalresearch.ca/aiovg_videos/05-08-employee-reimbursement-management-system/)

Please take a look at the short video demonstration and user guide (<http://erms.smh.smhroot.net/files/userguide.pdf>) that contains step-by-step instructions.

The benefits of using ERMS include:

- Quicker payment times for your reimbursement.
- Ability to track your payment status and edit your submission.

For external vendors and non-staff, the submission process should be followed from the March 19, 2020 announcement on Digital submissions. (http://stmichaelshospitalresearch.ca/aiovg_videos/05-07-digital-expense-requisitions/)

Thank you

Dates posted: May 12, 2020, May 14, 2020