



March 2015

PAY IT! QUICK REFERENCE GUIDE for FACULTY

Personal reimbursements are now processed in the College's Expense Management system, Pay It!. Reimbursement requests for college-related expenses will be entered into Pay It! by Faculty Support staff. The individual faculty member seeking reimbursement is responsible for logging into Pay It!, reviewing the reimbursement details, acknowledging the Electronic Agreement, and submitting the reimbursement for approval, generally to the Academic Dean. The reimbursement process remains unchanged in that employees are expected to submit original, itemized receipts before reimbursement will be made. Reimbursements will continue to be made via direct deposit or by check.

There are three steps in Pay It! for faculty to submit reimbursements.

STEP 1: LOG IN TO PAY IT!

Pay It! can be accessed from any computer with internet access.

URL: Payit.uchastings.edu

USERNAME: Name portion of your UCH email address only (i.e. "smithr", not smithr@uchastings.edu)

PASSWORD: Your UCH email password

A screenshot of the Pay It! login page. At the top, there is a yellow banner with the text "UNIVERSITY of CALIFORNIA HASTINGS" in blue. Below the banner, the page has a white background with a dark blue vertical bar on the left. The main content area contains the text "ENTER YOUR USERNAME AND PASSWORD" followed by a horizontal line. To the right of this line, there is a small note: "For security reason, you are done acces". Below this, there are two input fields: "Username:" and "Password:". Below the password field, there is a checkbox labeled "Warn me before logging me into other sites." and a yellow "LOGIN" button.

STEP 2: REVIEW EXPENSE REPORT

The faculty member must review the reimbursement data entered by the faculty support staff member on his or her behalf to be sure it is accurate and correct. Reimbursement data includes: amount to be reimbursed, business purpose, date of transaction and gl account number being charged.

- To review the Expense Report, go to the “Open Reports” area in the My Tasks section
 - Click on Expense Report

Home Requests Expense Approvals Reporting App Center Administration Help Profile

PAY IT!
UC HASTINGS

Hello, Sheryl

+ New 00 Required Approvals 01 Authorization Requests 08 Available Expenses 01 Open Reports

COMPANY NOTES

[Transit Log Form](#)
This form is to be used as a documentation to log business-related expenses paid by transit cards or accounts and a receipt is not provided. [Attach as a receipt to your expense transaction.](#)

[Missing Receipt Form](#)
This form is to be used as a documentation for a missing receipt **ONLY** if the merchant cannot produce a duplicate document. [Attach as a receipt to your expense transaction.](#)

[Authorization to Use Private Owned Vehicle Form](#)

[Read more](#)

MY TASKS

00 Required Approvals → Great! You currently have no approvals.	08 Available Expenses → 09/09 Taxi (5270) \$20.73 11/07 Taxi (5270) \$3.26	01 Open Reports → 02/26 Testing for Faculty Support \$20.00
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- Click on each expense
 - Review Expense Detail
 - Review Expense Receipt
 - Review Account Coding

Testing for Faculty Support

Expenses

Date	Expense	Amount	Requested
02/02/2015	Taxi (5270) Yellow Cab, San Francisco, Califor	\$20.00	\$20.00

Expense Detail Form:

- Expense Type: Taxi (5270)
- Transaction Date: 02/02/2015
- Business Purpose: Faculty meeting
- Enter Vendor Name: Yellow Cab
- City of Purchase: San Francisco, California
- Payment Type: Out of Pocket
- Amount: 20.00 USD
- Project: |
- Comment: |
- Personal Expense (do not reimburse)

Buttons: Save, Itemize, Allocate, Attach Receipt, Cancel

STEP 3: SUBMIT EXPENSE REPORT

The faculty member must accept the User Electronic Agreement and submit the expense report.

- Click on “Submit Report” button

Testing for Faculty Support

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- Payment Type: Out of Pocket
- Amount: 20.00 USD
- Project: |
- Comment: |
- Personal Expense (do not reimburse)

Buttons: Save, Itemize, Allocate, Attach Receipt, Cancel

Buttons: Delete Report, Submit Report

- Read the User Electronic Agreement and click on the “Accept & Submit” button

Final Review

User Electronic Agreement

By clicking on the 'Accept & Submit' button, I certify that:

1. This represents a true and accurate accounting of expenses incurred to accomplish official business for UC Hastings College of the Law and no expenses are being claimed as reimbursable which are personal or unallowable expenses.
2. The required original, itemized receipt images have been attached to this report. These receipts have not been previously submitted. I understand receipts can only be submitted once.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed. If I do, I will return the amount reimbursed by the College.
4. In the event of overpayment, I will immediately repay the College the amount due.

Reminder: Receipts Required!

College policy requires all expenses incurred for College business be substantiated by an original, itemized receipt. A scanned image of the receipt is allowed to support the expense. To view the receipts already associated with this report, click [View Receipts](#).

[Print *UC Hastings Detailed Report](#) [Attach Receipt Images](#) [View Receipts](#)

Expense	Date	Amount
 Taxi (5270) Yellow Cab, San Francisco, California	02/02/2015	\$20.00

[Accept & Submit](#) [Cancel](#)

For reference, the complete User Electronic Agreement is shown below.

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User Electronic Agreement

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If you have already provided receipts, you can submit your report now.

REIMBURSEMENT PROCESS

After the expense report is submitted by the Faculty Member, the report moves on to Academic Dean. After approved by the Academic Dean, Accounts Payable receives the report for audit review. The reimbursement is then processed, within 7-10 days via Direct Deposit or check. At any time, you can go back into PayIt! to view the status of your expense report.

