



MTS Professional Development Day Reimbursement EMPLOYEE CONNECT INSTRUCTIONS

S.O.T.A. Members Teachers/Clinicians/Administrators (Term or Permanent Contract Employees ONLY)

Instructions for Employee Connect – Print Screen is included for reference.

1. In Employee Connect, go to **Finance Tab**, select **Reimbursement Request**.
2. Press **Add**.
3. Select your **Location**.
4. In the **Reason** field, enter the name of the session you will be attending or attended and
5. Enter information in the following fields:
 - **Reimbursement Type** select **MTS Professional Development Day 2022 – SOTA or Admin**.
 - **Expense Date**
 - **Description** – enter **MTS PD Day 2022**
 - **Cost amount** - maximum reimbursement is \$100.00
6. *****Press Save*****
7. **After pressing Save**, go to the Attachment Reference and select “**Employee FMS Reimbursement Attachments**” from the drop down menu. Browse and attach a scanned copy of the **receipt or registration** and press “Attach”.
Your attachment **MUST include the date, name of session and cost.
8. *****IMPORTANT*** Final Step**
Press “Reimbursement Complete-Submit Request”.

PLEASE NOTE: Your entry into Employee Connect must be done
by Friday, November 4, 2022 to qualify for reimbursement.



SEVEN OAKS
SCHOOL DIVISION
community begins here

MTS Professional Development Day Reimbursement EMPLOYEE CONNECT INSTRUCTIONS

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Seven Oaks School Division **EmployeeConnect** "Community Begins Here."

Absence | Benefits | Bulletin | Emergency | Evaluations | Finance | Folder | Injury | Jobs | Payroll | Profile | Resources | Sub/Cas | Workshop

Please scan all detailed receipts onto one document as only one attachment is allowed per claim. Reimbursements must be entered in Canadian dollars. After saving, don't forget to click 'Reimbursement Complete - Submit Request'.

Last Name: DOE
First Name: JOHN
Employee #: 2104972

Reimbursement# 0 Date Requested 09/13/2017 Request Requisition#

Save **Exit**

Step 6 - PRESS SAVE

ATTACH Button will appear after SAVE has been selected

Location: SECRETARY TREASURER'S DEPT **Step 3 - Select location**

Reason: MTS PD Day 2017 - Session # 1 **Step 4 - Enter Session Description in REASON.**

Reimburse Type	Category	Expense Date	Description	Total Reimbursement	Calculate	Quantity	Cost ... (no taxes)	PST	GST	Total
MTS Professional Development Da	00/00/0000	00/00/0000	MTS PD Day 2017	50.00		1	50.00			50.00

Step 5: Complete the following areas:

- REIMBURSEMENT TYPE (SOTA or ADMIN)
- DATE
- DESCRIPTION (ie. MTS PD Day 2022)
- COST (MAX is \$100.00)

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Last Name: DOE
First Name: JOHN
Employee #: 2104972

Reimbursement# 201700002 Date Requested 09/13/2017 Request Requisition#

Save-No Submit **Exit** **Delete**

Reimbursement Complete - Submit Request

Attachment Description: Employee FMS Reimbur

Employee FMS Reimbursement Attachments

Attach

Step 7 - Select Employee FMS Reimbursement Attachment. Browse and attach a copy of your receipt OR registration MUST include date, session name and cost.

Category	Expense Date	Description	Total Reimbursement	Calculate	Quantity	Cost ... (no taxes)	PST	GST	Total
MTS Professional Development Da	00/00/0000	00/00/0000	MTS PD Day 2017	50.00	1.0000	50.0000			50.00

*****IMPORTANT Step 8 - Press Reimbursement Complete - Submit Request.**