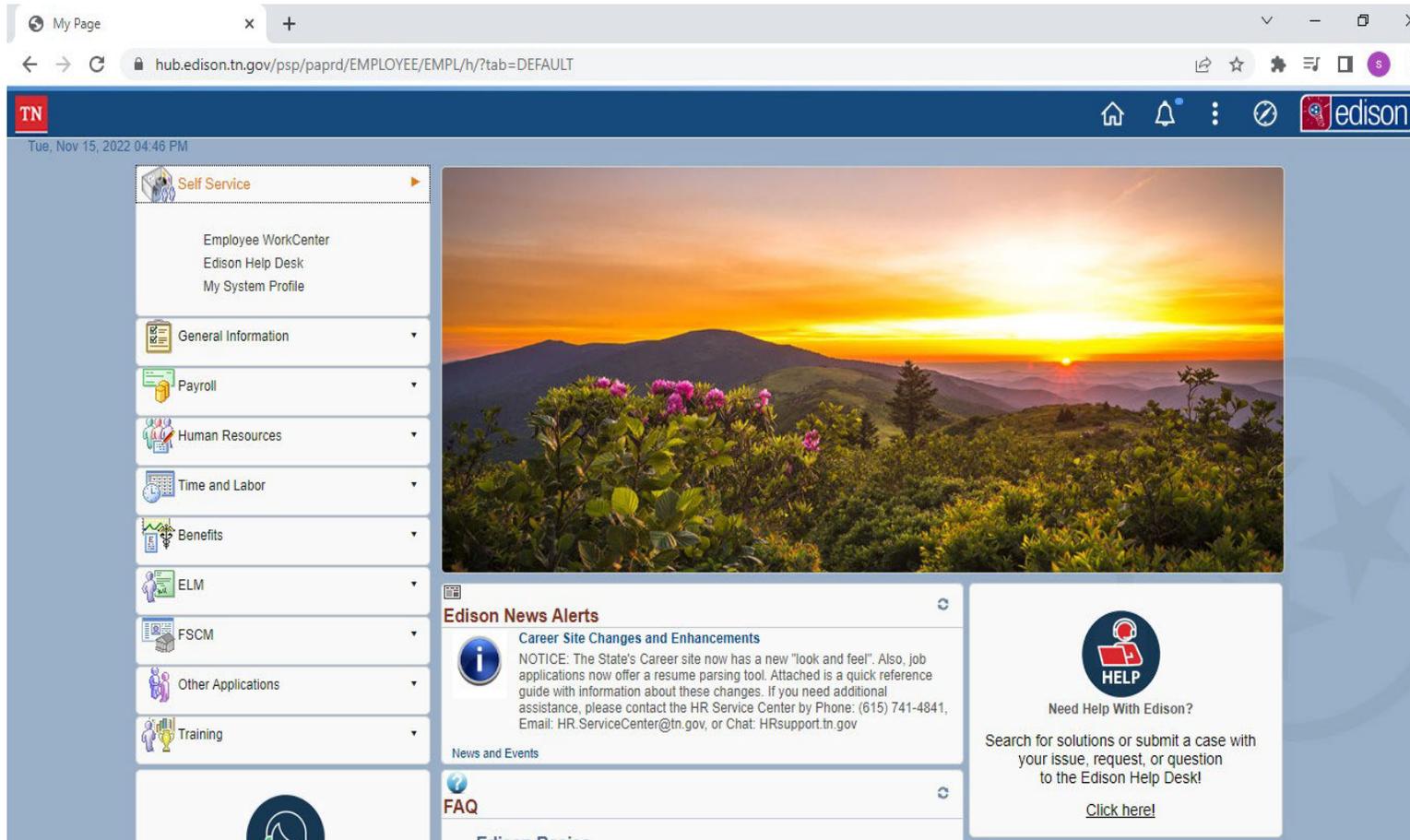


Step #1 (Starting at the Edison Home Page) – Select “Self Service” then “Employee WorkCenter.”



Step #2 (Under the ESS Links) – Select “Travel and Expense Center.”

The screenshot shows a web browser window with the URL `hub.edison.tn.gov/psp/paprd/EMPLOYEE/EMPL/s/WEBLIB_PTAL.ISCRIPT1.FieldFormula.IScript_PTAL_DASHBOARD?tab=ESS_WORKCENTER`. The browser tab is titled "Employee WorkCenter". The application interface has a dark blue header with a "Home" button on the left and the text "ESS" in the center. On the right side of the header are icons for home, notifications, and a user profile. Below the header is a left-hand navigation menu with the following categories:

- ESS
- ESS Links
 - My Benefits
 - Benefits Enrollment
 - Benefit Details
 - Dependent Info
 - Life Insurance Beneficiaries
 - My Compensation History
 - View Paychecks
 - Direct Deposit
 - W-4 Tax Information
 - Job and Personal Information
 - Add Employee Info
 - View Employee Info Page
 - Time and Labor
 - Report Time
 - Request Leave
 - Request Overtime
 - Leave Balances/Service Credits
 - View Payable Time Summary
 - Performance Management
 - Current Documents
 - Travel & Expenses
 - Travel and Expense Center

The main content area is titled "ESS WorkCenter" and contains two widgets: "Edison News Alerts" and "Edison Maintenance Calendar". A large, faint watermark of the Edison logo (a circle with three stars) is visible in the background of the main content area.

Step #3 (Travel and Expense Center) – Select “Create/Modify” under Expense Reports.

The screenshot shows a web browser window with the URL `hub.edison.tn.gov/psp/paprd/EMPLOYEE/EMPL/s/WEBLIB_PTAL.ISCRIPT1.FieldFormula.IScript_PTAL_DASHBOARD?tab=ESS_WORKCENTER`. The browser's address bar shows the page title "Travel and Expense Center". The page content is displayed within a blue header bar labeled "ESS" and a navigation pane on the left. The main content area is titled "Travel and Expense Center" and contains several sections:

- Employee Travel and Expense Center**
 - Expense Reports**
 - Create, modify, print, view or delete an Expense Report
 - Create/Modify
 - Print an Expense Report
 - View
 - Delete
 - Forecast Time**
 - Create, modify or view forecast data
 - Review Payments**
 - Review history of expense payments
 - Review Expense History
 - Review Payments
- Travel Authorizations**
 - Submit and review travel authorizations.
 - Create a Travel Authorization
 - Print a Travel Authorization
 - View Travel Authorization
 - 2 More...
- Print Reports**
 - Print any one of your expense transactions.
 - Expense Report
 - Travel Authorization
 - Cash Advance
- Other Expense Functions**
 - View contents in My Wallet, create your own template, or modify and existing template.
 - Create/Update User Template
- Cash Advances**
 - Create, modify, print, view or delete Cash Advances
 - Create/Modify
 - Print a Cash Advance Report
 - View
 - Delete
- Profiles and Preferences**
 - Manage your personal, organizational and financial details for travel and expense reporting.
 - Review/Edit Profile
 - Delegate Entry Authority

A large, faint watermark of the state seal of Tennessee is visible in the background of the main content area. At the bottom left of the page, there is a small text element: `javascriptvoid(0)`.

Step #4 – From the “Expense Report” page, click on the “Add a New Value” tab; enter the Employee ID of the individual whose report you are entering (Note: Your own Employee ID should self-populate; however, you will need to change the Employee ID if you are entering an expense report as a proxy); and click “Add.”

The screenshot shows a web browser window with the URL `hub.edison.tn.gov/psp/paprd/EMPLOYEE/ERP/c/ADMINISTER_EXPENSE_FUNCTIONS.TE_EXPENSE_SHEET.GBL?psInkid=EP_TE_EXPENSE_SHTEMP&cmd=uninav...`. The page title is "Expense Report". At the top left, there is a "Home" button. Below the title, there are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is selected. Below the tabs, there is a search field labeled "*Empl ID" with a magnifying glass icon. Below the search field, there is an "Add" button. At the bottom of the page, there is a link "Find an Existing Value | Add a New Value".

Step #5 – From the “Create Expense Report” page, select “Conference” from the Business Purpose dropdown and type “SPRING 2024 TN JUDICIAL CONF” in the Report Description field.

Personalize I

Create Expense Report Save for Later | Home | Summary and Submit

Quick Start:

*Business Purpose:
*Report Description:
Reference:

Destination:

Expenses

Expand All | Collapse All

	Total	0.00	USD
*Date: <input type="text"/> <input type="button" value="v"/>	*Expense Type: <input type="text"/> <input type="button" value="v"/>	Description: <input type="text"/> <input type="button" value="v"/>	*Payment Type: <input type="text"/> <input type="button" value="v"/>
		*Amount: <input type="text" value="0.00"/>	*Currency: <input type="text" value="USD"/> <input type="button" value="v"/>
		254 characters remaining	
Expand All Collapse All	Total	0.00	USD

Step #6a – For the first line, enter the type of expense you have (Point-to-Point Mileage and/or In- State Meals and Incidental). The following steps address point-to-point mileage:

Personalize Page

Create Expense Report Save for Later | Home | Summary and Submit

***Business Purpose** Conference **Destination**

***Report Description** FALL 2023 TN JUDICIAL CONF Attachments

Reference

Actions ...Choose an Action GO

Expenses Total 0.00 USD

Expand All | Collapse All Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
09/11/2023	In State Point to Point Miles	<input type="text"/>	<input type="text"/>	0.00	USD

254 characters remaining

***Billing Type** Standard

***Miles** x 0.6550

Default Rate ***Exchange Rate** 1.00000000

Non-Reimbursable **Base Currency Amount** 0.00 USD

No Receipt

Total 0.00 USD

Expand All | Collapse All

Step #6b – As shown on the previous step, select “In State Point to Point miles” from the Expense Type dropdown; select “Cash” from the Payment Type dropdown; then click on the “Calculate Mileage Rate” icon (i.e., the green arrows) to the right of “0.67” by the “Miles” field to select your to/from location(s). The popup window below should appear.

Point to Point Mileage Calculation

Personalize | Find | View All | [Window Icon] | [Grid Icon] | First [Left Arrow] 1 of 1 [Right Arrow] Last

*Location Code	Description	*Location Code	Description	Miles		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		+	-

OK Cancel

Step #6c – As shown on the previous step, click on the Magnifying Glass icon next to the Location Code field to find your starting point. The popup window below should appear; select “contains” from the Description dropdown and type in the name of the departure location (e.g., “Clarksville”). Select the City/County/State combination that corresponds with your starting location. This is your “starting location.”

Look Up Location Code

Location Code begins with

Description contains CLARKSVILLE

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-15 of 15 Last

Location Code	Description
41916	Clarksville ALBANY, NEW YORK
26456	Clarksville CALHOUN, FLORIDA
30889	Clarksville CLARK, INDIANA
46596	Clarksville CLINTON, OHIO
21516	Clarksville EL DORADO, CALIFORNIA
50306	Clarksville GREENE, PENNSYLVANIA
50307	Clarksville Hill WASHINGTON, PENNSYLVANIA
35246	Clarksville IONIA, MICHIGAN
2822	Clarksville JOHNSON, ARKANSAS
9423	Clarksville MECKLENBURG, VIRGINIA
456	Clarksville MONTGOMERY, TENNESSEE
4581	Clarksville PIKE, MISSOURI
55815	Clarksville RED RIVER, TEXAS
25695	Clarksville SUSSEX, DELAWARE
45630	W Clarksville ALLEGANY, NEW YORK

Step #6d – The option for a second “Location Code” will appear. This should be your ending (arrival) location. Follow the instructions shown for the previous step to select your arrival location. For same day (ONLY) round trip mileage (i.e., traveling to and from a location or multiple locations in the same day), click on the “+” icon sign at the end of the line and a second line should appear as shown below. You’ll enter the location codes (reverse of initial or to another destination, etc.) and this will represent your total or round-trip mileage for that day. If travel started/ended on different days, you’ll enter the corresponding starting & ending locations and the corresponding date of travel.

Point to Point Mileage Calculation

Personalize | Find | View All | |

First ◀ 1 of 1 ▶ Last

*Location Code	Description	*Location Code	Description	Miles		
456	Clarksville MONTGOMERY, TENNESSEE	59302	Montgomery Bell State Park DICKSON, TENNESSEE	41.00	+	-

OK Cancel

Step #7a – Select the Insert Line icon (i.e., the “+” icon on the right side) if you need to enter a per diem amount for meals and incidentals expenses; select the applicable date from the Date field; select “In State Meals and Incidentals” from the Expense Type dropdown; select “Cash” from the payment type dropdown; click on the Magnifying Glass icon by Location field, lookup the location for Murfreesboro, TN, and select accordingly.

The screenshot shows the 'Create Expense Report' interface. The main form includes fields for Business Purpose (Confer ea), Report Description (FALL 2023 TN JUDICIAL CONF), Date (09/11/2023), Expense Type (In State Meal and Incidentals), Billing Type (Standard), and Location. A 'Look Up' dialog box is open, displaying search results for 'Montgomery Bell State Park'. The dialog has a 'SetID' of 'SHARE' and a 'Description' of 'con plans'. The search results table shows one entry: 'TNMBE' for 'Montgomery Bell State Park'. The background interface also shows 'Expenses' section with 'Expand All' and 'Collapse All' options, and a 'Summary and Submit' section with a 'GO' button.

Expense Location	Description
TNMBE	Montgomery Bell State Park

Step #7b – The amount is automatically calculated for the full-day rate of \$59.00/day. You must enter the amount you are approved for on that day if it is less than \$59.00. (Note: The first and last day of travel are 75% of the full-day rate). See chart on Page 18; this chart lists the individual costs of each meal for both full-day and the first/last day of travel.

Create Expense Report

Save for Later | Home | Summary and Submit

*Business Purpose

Destination

Actions

*Report Description

Attachments

Reference

Expenses

Expand All | Collapse All | Quick-Fill

Total 59.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
09/11/2023	In State Meal and Incidentals	<input type="text"/>	Cash	59.00	USD
*Billing Type <input type="text" value="Standard"/> *Location <input type="text" value="Montgomery Bell State Park"/>		254 characters remaining <input type="checkbox"/> Receipt Split <input type="checkbox"/> Per Diem Deductions	<input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt	*Exchange Rate 1.00000000	Base Currency Amount 59.00 USD
Accounting Details					
09/11/2023	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	USD
		254 characters remaining			

Expand All | Collapse All

Total 59.00 USD

Step #9a – After **ALL** expenses have been entered, under the Actions dropdown menu, choose “Default Accounting for Report” and select “Go”

The screenshot displays the 'Create Expense Report' web application. The browser address bar shows the URL: hub.edison.tn.gov/psp/paprd/EMPLOYEE/ERP/c/ADMINISTER_EXPENSE_FUNCTIONS.TE_EXPENSE_SHEET.GBL?pslnkid=EP_TE_EXPENSE_SHTEMP&cmd=uninav&Rnode=ERP&uninavpath=Root%7bPORTAL_ROOT_OBJECT%7d.Employee%20Self-...

The page title is 'Create Expense Report'. The navigation bar includes a 'Home' button and a 'Personalize Page' link. The main content area is titled 'Create Expense Report' and includes the following fields and options:

- Business Purpose:** Conference
- Report Description:** JUNE 2023 TN JUDICIAL CONF
- Reference:** (empty)
- Destination:** (empty)
- Attachments:** (empty)
- Actions:** Default Accounting For Report (selected), GO

The 'Expenses' section is expanded, showing a table of expense entries:

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
06/13/2023	In State Meal and Incidentals			64.00	USD

Additional details for the expense entry include:

- Billing Type:** Standard
- Location:** Knoxville Knox
- Receipt Split:** (checked)
- Per Diem Deductions:** (unchecked)
- Default Rate:** (checked)
- Exchange Rate:** 1.00000000
- Base Currency Amount:** 64.00 USD
- Non-Reimbursable:** (unchecked)
- No Receipt:** (unchecked)

The 'Accounting Details' section is collapsed. The total amount is 64.00 USD.

Step #9b – The Accounting Defaults screen will appear. Please enter the following information:
Fund: “11000”; Dept: “3021800000v”; Location CF: “19000”; Program:
“180300” Once all fields have been updated accordingly as shown below, select
“OK”

Personalize P

Create Expense Report

Accounting Defaults

Report ID NEXT

Accounting Summary																	Set Personalizations Find
%	*GL Unit	Fund	Dept	Location CF	Program	User Code - CF 1	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affil	Bonds		
100.00	30227	11000	3021800000	19000	180200												

Step #10 – Select “Summary and Submit” in the top right corner then the following page will appear. Lastly, check the box to certify the expense claim and select “Submit Expense Report” to submit the expense claim.

Personalize Pe

Create Expense Report [Save for Later](#) | [Home](#) | [Expense Details](#)

Actions Choose an Action GO

*Business Purpose Conference
*Description Fall TJC Conference
Reference

Totals ? [View Printable Version](#) [View Analytics](#) [Destination Notes](#) [Attachments](#)

Employee Expenses (1 Line)	0.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		0.00 USD	Amount Due to Supplier		0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

Please note the following:

- The amounts entered for “In State Meals and Incidentals” should correspond to the meals that were NOT provided at the conference.
- A completed, signed Expense Report form must be attached to the claim in Edison if a proxy (i.e., Judicial Assistant) is entering the claim on your behalf.
- Select “CASH” for the payment type on ALL lines.
- As you enter each expense line, it is recommended that you select “SAVE for Later” so that Edison does not time out on you.
- You can only modify and/or delete an expense report if you withdraw it from the approval work-flow FIRST.
- The travel and expense form can be found on the agency’s website (Judicial Resources – Judicial Forms & Documents)
- A separate set of instructions detailing the process of setting up a designated individual as a proxy will also be provided.
- Please contact Accounts Payable at AccountsPayable@tncourts.gov for any issues with entering expense reports.

HELPFUL FAQs

- The following are a list of frequently used Location Codes (in-state point to point mileage)
 - 456 – Clarksville MONTGOMERY, TENNESSEE
 - 1611 – Nashville DAVIDSON, TENNESEE
 - 424 – Chattanooga HAMILTON, TENNESSEE
 - 1257 – Knoxville KNOX, TENNESSEE
 - 1184 – Jackson MADISON, TENNESSEE
 - 844 – Franklin WILLIAMSON, TENNESSEE
 - 1306 – Lawrenceburg LAWRENCE, TENNESSEE
 - 59306 – Johnson City WASHINGTON, TENNESSEE
 - 1476 – Memphis SHELBY, TENNESSEE
 - 1596 – Murfreesboro RUTHERFORD, TENNESSEE
 - 502 – Columbia MAURY, TENNESSEE
 - 516 – Cookeville PUTNAM, TENNESSEE
 - 1313 – Lebanon WILSON, TENNESSEE
 - 2052 – Sevierville SEVIER, TENNESSEE
 - 638 – Dickson DICKSON, TENNESSEE
 - 958 – Greeneville GREENE, TENNESSEE
 - 1243 – Kingston ROANE, TENNESSEE

HELPFUL FAQs (cont.)

- The following are a list of frequently used Location Codes (In State Meals and Incidentals)
 - TNCLA – Clarksville MONTGOMERY
 - TNNAS – Nashville DAVIDSON
 - TNCHA – Chattanooga HAMILTON
 - TNKNO – Knoxville KNOX
 - TNJAC – Jackson MADISON
 - TNBRE – Franklin WILLIAMSON
 - TNLAW – Lawrenceburg LAWRENCE
 - TNJOH – Johnson Cty CARTER/SULLIVAN/WA
 - TNMEM – Memphis SHELBY
 - TNMUR – Murfreesboro RUTHERFORD
 - TNCLM – Columbia MAURY
 - TNCOO – Cookeville PUTNAM
 - TNLEB – Lebanon WILSON
 - TNSEV – Sevierville SEVIER
 - TNDIC – Dickson DICKSON
 - TNGRE – Greeneville GREENE
 - TNKIN – Kingston ROANE

HELPFUL FAQs (cont.)

The following table shows the break-down for the amount allotted for each meal on full days of travel, as well as, first/last days of travel:

	M&I Full Rate (\$59.00)	M&I 75% Rate (\$44.25)
Breakfast	\$13.00	\$9.75
Lunch	\$15.00	\$11.25
Dinner	\$26.00	\$19.50
Incidentals	\$5.00	\$3.75

HELPFUL FAQs (cont.)

Follow the following steps to modify and/or delete your expense report:

- From Edison Home Screen
 - Self Service (TOP L hand corner)
 - Employee WorkCenter
 - Travel and Expense Center (on the Left)
 - Under “Expense Reports”, select either:
 - Delete.
 - If selected, at the next screen, check the expense report that you want to delete

Travel and Expense

Delete an Expense Report

Delete an Expense Report ?

Select	Report ID	Report Description	Creation Date	Amount	Currency
<input type="checkbox"/>	0002264309	Fall TJC Conference	09/29/2023	36.03	USD

Delete Selected Report(s)

[Return to Travel and Expense Center](#)

- Create/Modify
 - If selected, at the next screen, select “Find an Existing Value” and enter Report ID
 - The expense report that you want to modify should auto-populate
 - Make any necessary modifications to it and resubmit it for processing.