

## Access ESS and Employee Expense Reimbursement:

<https://hcm.teamworks.georgia.gov>

- Login using your *Employee ID* and *password*.
- Click on **Sign In**

**Employee Self Service** PeopleSoft HCM

User ID  
[Input Field]

Password  
[Input Field]

**Sign In**

[Forgot / Forgot your password?](#)

**Important Notice**

This is a State of Georgia application. It is permitted to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by Georgia Technology Standards in appropriate use policy. All information in the system belongs to the State of Georgia and may be used or modified by authorized persons.

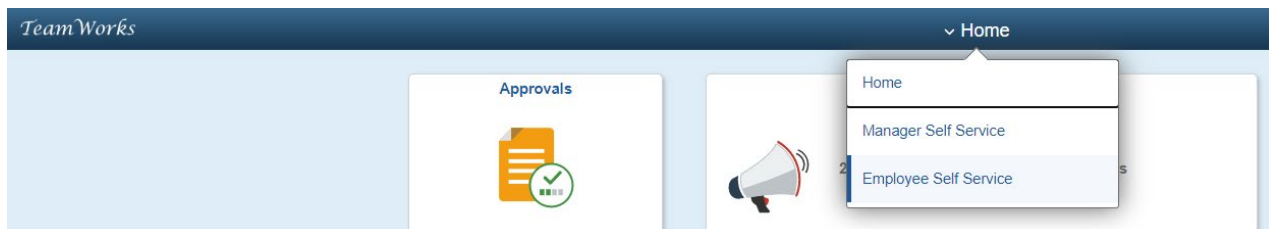
By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources.

**DIRECT QUESTIONS TO:**

SAO TeamWorks HCM Customer Service Center 404-658-2350 404-658-2711 HCM@doas.ga.gov	SAO TeamWorks Access Customer Service Center 404-658-2350 800-820-7771 SAO_PS_Access@saog.ga.gov	Human Resources Admin 08769 404-658-2715 hra@doas.ga.gov
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NOTE: This application is supported by the State Accounting Office

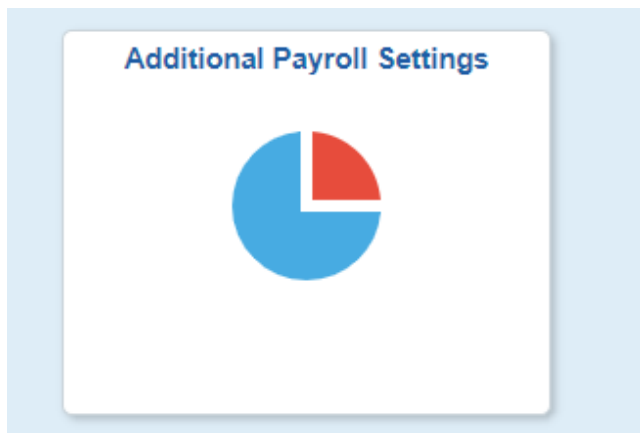
- Select **HOME**
- Select **EMPLOYEE SELF SERVICE**



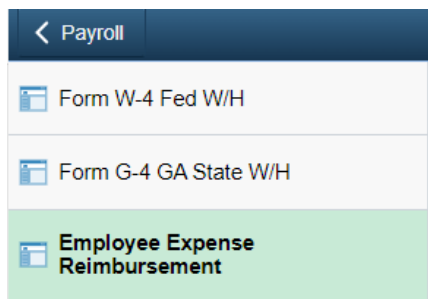
- Select **PAYROLL**



- Select **ADDITIONAL PAYROLL SETTINGS**



- Select **EMPLOYEE EXPENSE REIMBURSEMENT** from the top left of screen



## To Establish a New Vendor Id:

To receive a reimbursement for expenses, you must establish a Vendor ID.

**Note:** *If you are currently receiving Expense Reimbursements, you already have a Vendor ID and the Register button is not accessible.*

- Click on **Register** to open the request form and populate HCM information

Favorites ▾ | Main Menu ▾ | Self Service ▾ | Employee Expense Reimbursement

TeamWorks HCM Production

Employee Expense Reimbursement

John Doe  
Vendor ID: \_\_\_\_\_ Empl ID: 00123456

**Your Bank Information**

Routing Number:   
Account Number:   
[View check example](#)

**Your Contact Information**

Country: United States  
Address 1:   
Address 2:   
Address 3:   
City:  State:  Georgia  
Postal:

Phone:   
Email ID:

**Register**

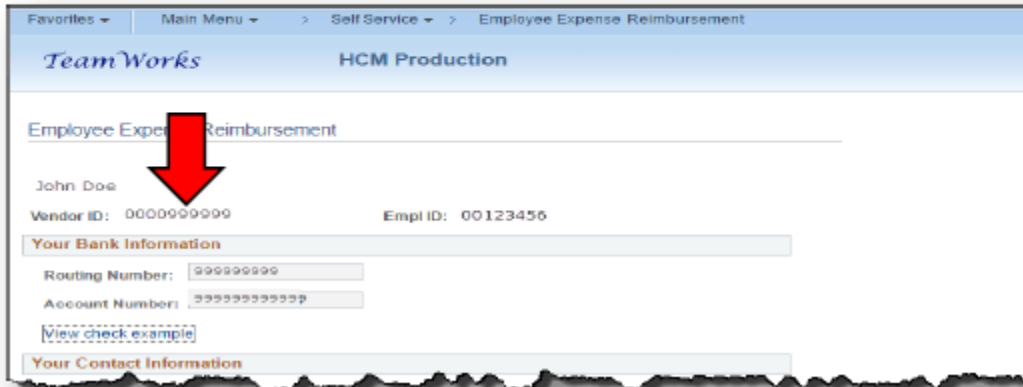
Helpful Instructions:  
\* You must click on Submit or your information will not be saved.  
\* Completion of this page is required for any employee reimbursement.  
\* This is not paid from payroll as a Direct Deposit, because it is paid out of Accounts Payable as an ACH or check.

- The **Employee ID** field will be populated and the **Vendor ID** field will not be populated at this point



### *To view your new Vendor ID*

- Log back in to ESS/Self Service/Employee Expense Reimbursement and the Vendor ID field will be populated



Favorites ▾ Main Menu ▾ > Self Service ▾ > Employee Expense Reimbursement

*TeamWorks* HCM Production

Employee Expense Reimbursement

John Doe

Vendor ID: 0000000000 Empl ID: 00123456

**Your Bank Information**

Routing Number:

Account Number:

[View check example](#)

**Your Contact Information**

### *When will the Vendor ID be active?*

- New Vendor IDs will be active **IMMEDIATELY**
- Access to the TeamWorks Travel and Expense system (TTE) may take **up to 48 hours** to be granted

### **\*\*\*PLEASE NOTE...**

- **Employees will not have access to CONCUR until they have registered for a Vendor ID!**

## ***To change Employee Expense Reimbursement contact information:***

- Log into TeamWorks/ESS/Payroll/Additional Payroll Settings/Employee Expense Reimbursement
- Select **EDIT**

**Your Contact Information**

Country: United States

Address 1: 2 EAST MAIN STREET

Address 2:

Address 3:

City: ANYTOWN State: GA Georgia

Postal: 30009

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Phone: 404/463-0999

Email ID: JOHN.DOE@SAO.GA.GOV

**Helpful Instructions:**

\* You must click on Submit or your information will not be saved.

\* Completion of this page is required for any employee reimbursement.

\* This is not paid from payroll as a Direct Deposit, because it is paid out of Accounts Payable as an ACH or check.

- Make changes to contact information
- Select **SUBMIT**

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Phone: 404/463-0999

Email ID: JOHN.DOE@SAO.GA.GOV

**Helpful Instructions:**

\* You must click on Submit or your information will not be saved.

\* Completion of this page is required for any employee reimbursement.

\* This is not paid from payroll as a Direct Deposit, because it is paid out of Accounts Payable as an ACH or check.