

ERMA – EMPLOYEE ACCESS INSTRUCTIONS

Go to school website: <http://www.waupaca.k12.wi.us/>

Click on STAFF RESOURCES

Click on ERMA (employee access)

At the Skyward Login type in your login and password – click SIGN IN

You will now be on the ERMA dashboard and should have 3 tabs at the top: Home, Timeoff and Expense Reimbursement. If you also have access to purchase orders you will see the drop down arrow next to the HOME tab. You can flip back and forth between the two programs. **NOTE: Starting 21-22 the Time Off portion will no longer be supported.**

EMPLOYEE INFORMATION TAB:

This provides access to basic employee demographic information. Anything that is grayed out can't be changed – if changes are needed – contact the District Office – 258-4121. You will be able to view and/or print W2 information, check stubs, check estimations, etc.

You can view your expense reimbursement here but can't submit from this area.

Calendar – you can view your calendar and set your calendar preferences in this area.

EXPENSE REIMBURSEMENT TAB:

This has two sections: **Activity** will show what you have already done and the second is **Submit Request** – this is where you go to request reimbursement

Click Add

Put in date or date range (Date or Date Range must match the dates of expense)

Put in brief description of purpose

Click Save – this will take you to the area where you insert your details (similar to PO's)

Click down arrow for type of reimbursement

The information to input will depend on the type of expense.

(ie: Mileage you will need to input date and mileage, meal expense you will need to put in the number of meals and the amount – you will need to input each meal separately and attach receipts.)

Enter a description of why expense was incurred

Enter the account number (can be done by click in Account or just typing it in if you know it)

Save

NOTE: EXPENSE LIMITATIONS – The following limitations have been determined for reimbursement of meals when applied to an open menu: Breakfast - \$7.00; Lunch - \$12.00; Dinner - \$17.00. Mileage will be paid at the I.R.S. allowable rate. Receipts must be itemized.

TRAVEL AND LODGING LIMITATIONS – All travel outside the district must have prior approval of the District Office. A minimum distance of 50 miles, except under extenuating circumstances and discussion with the District Administrator, will be required for lodging reimbursement.

If you are going to have to attach receipts – they will need to be scanned in and then attached to the request.