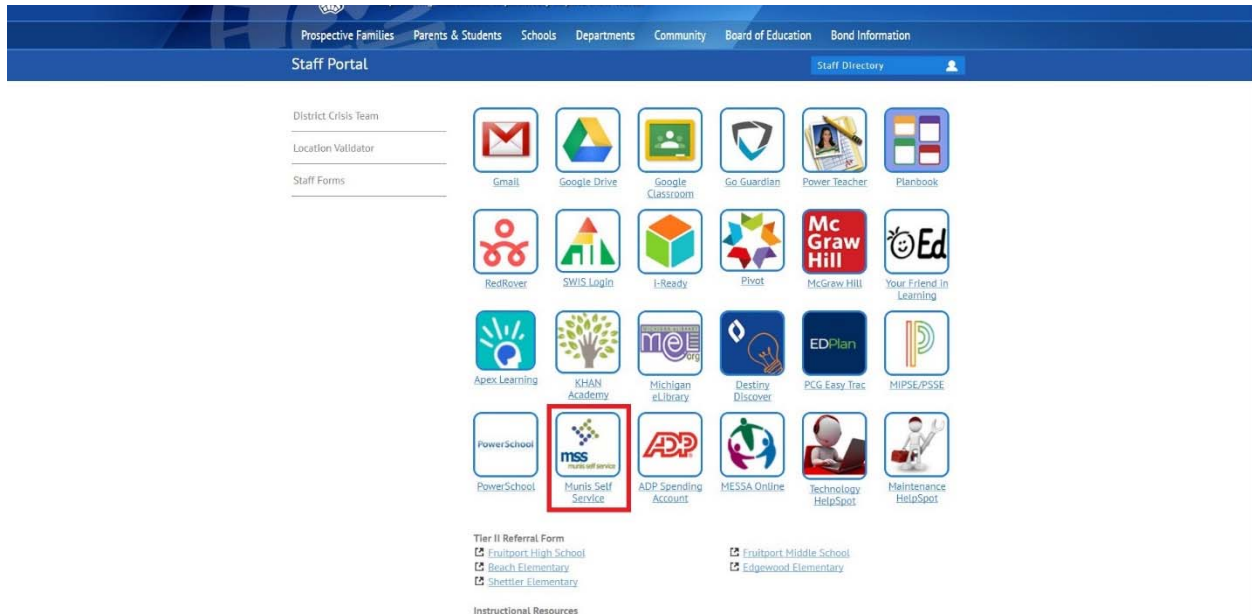


Employee Expense Reimbursements

Start here: <https://www.fruitportschools.net/quick-links/staff-portal/>

Step 1:



Step 2:




Log in in the top right corner

Username is your employee ID number (found on your pay stubs)

The first time you log in, your password will be the last 4 digits of your SSN. You will be prompted to choose a new password upon login. If you forget your password, please contact Katie Shawl or Mark Mesberger in the business office.

Step 3:



Fruitport Community School

Employee Self Service

Expense Reports

Add claim

Employee Notifications


Pay/Tax Information

Personal Information

Time Off

Time Entry

Step 4:



Employee Self Service

Expense Reports

Add claim

Employee Notifications

Pay/Tax Information

Personal Information

Time Off

Time Entry

Claim type: SUPPLY REIMBURSEMENT

Department*: EDGEWOOD ELEMENTARY

Description*: Brief Description Here

Start date*: 9/30/2021

End date*: 9/30/2021

Continue Cancel

Fill in the fields as applicable.

Step 5:

Employee Self Service

Expenses and receipts

Unsaved claim [Edit details](#)

Claim type	SUPPLY REIMBURSEMENT
Department	EDGEWOOD ELEMENTARY
Description	Brief Description Here
Event	
Start date	Thursday, September 30, 2021
End date	Thursday, September 30, 2021
Cash advance	\$0.00
Total amount claimed	\$0.00

Location

Unit expenses \$0.00

[Add an expense](#)

There are currently no unit expenses for this claim.

Attach supporting documents

[Review](#) [Save For Later](#) [Cancel](#)

Expand "unit expenses" and click "Add an expense"

Step 6:

Support Community Services

My HR Self Service

Resources WISEMAN, JESSICA M

Expenses and receipts

Employee Self Service

Unsaved claim [Edit details](#)

Claim type	SUPPLY REIMBURSEMENT
Department	EDGEWOOD ELEMENTARY
Description	Brief Description Here
Event	
Start date	Thursday, September 30, 2021
End date	Thursday, September 30, 2021
Cash advance	\$0.00
Total amount claimed	\$0.00

Location

Unit expenses \$0.00

[Add an expense](#)

There are currently no unit expenses for this claim.

Attach supporting documents

[Review](#) [Save For Later](#) [Cancel](#)

Expense information

Expense type: MISC EXP ⓘ

Quantity: 1 @ \$ 9.99 each = \$9.99

Date incurred: 09/30/2021

Comments: Science Supplies

[Save expense](#) [Cancel](#)

Fill out the fields as applicable.

Step 7:

The screenshot shows an expense report form with a sidebar on the left and a main content area. The sidebar includes sections for 'Employee Self Service', 'Expense Reports', 'Expenses & receipts', 'Employee Notifications', 'Pay/Tax Information', 'Personal Information', 'Time Off', and 'Time Entry'. The main content area is titled 'Unsaved claim' and includes fields for 'Claim type', 'Department', 'Description', 'Event', 'Start date', 'End date', 'Cash advance', and 'Total amount claimed'. Below these fields are sections for 'Location', 'Unit expenses', and a table of expenses. The table has columns for 'Expense', 'Comments', 'Date', and 'Amount'. The first row shows 'MISC EXP' for 'Science Supplies' on '9/30/2021' for an amount of '\$9.99'. Below the table is an 'Attach supporting documents' section with an 'Attachments' field containing a 'Choose File' button and the text 'No file chosen'. At the bottom are three buttons: 'Review', 'Save For Later', and 'Cancel'. Red annotations are present: a '1' above the 'Attach supporting documents' section, a '2' next to the 'Choose File' button, and a '3' below the 'Review' button.

Employee Self Service

Unsaved claim [Edit details](#)

Expense Reports

Add claim

Edit details

Expenses & receipts

Employee Notifications

Pay/Tax Information

Personal Information

Time Off

Time Entry

Claim type: SUPPLY REIMBURSEMENT

Department: EDGEWOOD ELEMENTARY

Description: Brief Description Here

Event:

Start date: Thursday, September 30, 2021

End date: Thursday, September 30, 2021

Cash advance: \$0.00

Total amount claimed: \$0.00

Location:

Unit expenses: \$9.99 [Add an expense](#)

Expense	Comments	Date	Amount
MISC EXP	Science Supplies	9/30/2021	\$9.99 update delete

1 Attach supporting documents

Attachments: [Choose File](#) No file chosen 2

3 [Review](#) [Save For Later](#) [Cancel](#)

Attach a copy of your receipt(s). Click “review” and follow the remaining prompts to submit your claim. If you are submitting mileage, a receipt is not needed.

Step 8:

Your claim will be approved and coded by your administrator. Next, it will be approved by the business office and then added to payroll to be reimbursed through your paycheck. This process can take some time so if you submit close to a pay date, it may not make it in until the next pay.