To: Chicago, Corporate, Singapore
cc:

Subject: Changes to the Time and Expense Reporting Process - Urgent

Important Changes Have Been Made To The Time and Expense Reporting Process

This message provides information about two important changes to our time and expense reporting procedures.

OVERVIEW

1. A New Database Has Been Developed For Timesheet and Expense Report Submissions

Effective immediately, The Time Billing mailbox is being replaced with a new Lotus Notes database. Starting on August 18th timesheet and expense reports should be submitted to the Time and Expense Reporting Database. Please click on the following doclink to add the new database to your workspace:

The Time and Expense Reporting Database will reduce processing errors, provide you with a receipt of when finance has received your timesheets, expense reports and related receipts, provide a date as to when expenses will be reimbursed and provide you with a central repository for all timesheet and expense report submissions.

2. Receipts Need To Be Submitted Before Your Expenses Will Be Reimbursed

All receipts must be received before your expenses will be reimbursed. Receipts can be sent electronically as a PDF file or faxed to our new Payroll and Benefits fax number (312-696-0546) with a copy of your expense report as the cover sheet. As a last resort, you may mail your receipts to your Payroll and Benefits Representative. To improve our service to you, we will now reimburse expenses weekly (not just on payroll weeks)**, making direct deposit set-up in Payroll more important than ever**.

Using the Time and Expense Reporting Database

The Time and Expense Reporting Database has 2 icons, one for submitting timesheets and one for submitting expense reports. Simply click on the report icon you wish to complete. Please note that every time you submit a timesheet or expense report, input fields will need to be completed by you. They are:

- **Employee Name** - The name of the person whose timesheet or expense report is being submitted should be used. Please note that the Time and Expense Reporting Database allows individuals to submit time on the behalf of others,

- **Week Ending Date** - A drop-down menu of dates is included in the Time and Expense Reporting Database,

- **Completed Timesheet or Expense Report –** Attach your completed timesheets and expense reports. Please note that a blank timesheet and expense report is accessible via the Time and Expense Reporting Database and the format of both templates has not changed, and

- **Comments (optional)** - Any comments or explanations regarding the time or expenses you have submitted should be made here. The Time and Expense Database captures them automatically, allowing for more timely response.

There are two additional fields that will be controlled by finance. One will indicate when finance has received an expense report and **all** required receipts. The second field will be used to communicate the intended payout date for completed expense reports. These fields will be populated by the close of business on Friday when expense reports and required receipts are submitted before the Friday Noon CST deadline.

In order to submit completed timesheets and expense reports using the Time and Expense Reporting Database, you must have Lotus Notes on your computer. If you do not have access to Lotus Notes or are having connectivity issues, please call the IS Help Desk at 312-696-5110.

Submitting Expense Receipts

Once you have attached your expense report(s) to the Time & Expense Reporting Database, all required receipts must be submitted before reimbursement will occur. To reduce your efforts **we are no longer requiring receipts for expenses under $25** (from the current $15 limit). Reimbursements will be made one week in arrears every Friday. In order to receive reimbursement on a given Friday, expense reports and required receipts must be received by noon CST on the prior Friday (as mentioned above). The Time and Expense Reporting Database will confirm your expense report(s) and required receipts have been received, are complete and payout will occur on a specified date.

For simplicity and security, we would prefer that you submit receipts by attaching a PDF file with your expense report submission. If you are unable to scan your receipts, we ask that you submit them via fax to 312-696-0546, using your expense report(s) as a cover sheet. Please note that if you have to fax your receipts, you will still need to submit your expense report(s) electronically to the Time and Expense Reporting Database.

If neither a scanner nor a fax is available, you can submit hard copies of your receipts via overnight mail addressed to your Payroll and Benefits Representative. Since this is costly and less efficient, we strongly encourage you to find an electronic or fax alternative.

If you have any questions or concerns regarding these new policies please contact Carl Domingo for procedural issues (312-696-5002) or the Help Desk (312-696-5110) for technical issues. We appreciate your cooperation as we prepare for our continued growth.