

Reimbursement Management

Introduction

Modern companies offer a variety of reimbursements to their staff and in many cases, also, their family members. These reimbursements have become an important component of benefits packages, and now encompass much more than the traditional expense account.

With these changes in reimbursement and the increasingly dynamic nature of the workforce, the reimbursement process has become much more complex and spend significant money and administration time on processing travel, transportation, entertainment, medical and many other types of claims.

SunFish HR supports companies' different needs for defining and managing reimbursement packages by providing extremely flexible methods for the configuration of reimbursement policies and benefit terms, an open employee self-service environment for the claim request

management, definable approval workflows and a complete set of reporting and analysis tools.

SunFish HR improves the efficiency of the reimbursement cycle by reducing the steps and cost involved in reviewing and processing reimbursements claims. SunFish HR allows the complete online processing of reimbursements in compliance with companies' rules and external policies across all business units as it follows a standardized set up of paramters that is applied to every claim. All processing and approvals are performed instantaneously without the need for paper records or the costs of transferring paper records between departments for approval and consolidation.

SunFish HR allows transparency in the reimbursement processing, virtually eliminating human error, improving claim accuracy and allowing management to gain higher visibility of their spending areas, and thus enabling them to better control reimbursement costs.

Reimbursement | Reimbursement Request Form

Name : [DO00395] Gordon Enns
 Reimbursement Type : Entertainment
 Balance : Period 22 Jan 2010 - 21 Feb 2010
 Reimburse For * : Employee
 Balance : 2,400,000
 Limit Per Claim : 1,500,000
 Request Date * : 03/09/2010 (mm/dd/yyyy) End Date * : 03/09/2010 (mm/dd/yyyy)
 Receipt Date * : 03/09/2010 (mm/dd/yyyy)
 Reimburse Cost * : IDR 200000 Valid Cost : 200000
 OnTime * : 01 : 00
 TypeOfExpences : Medical Entertainment 200000

Change Sent Request Reset Cancel Delete

Current Status : Edit Mode

Reimbursement | Balance Maintenance

Employee No : Any Part of Field NONE

Search Show All

Reimbursement Type : Glasses
 Employee Status : Active
 Balance Status : Active

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NIK	Name	Family	Start Period	End Period	Next Period	Balance	Claim Limit	Used	Remainin	Active
DO00417	Abdi Townsend	View	01 Jan 2010	31 Dec 2010	01 Jan 2011	700,000.00	700,000.00	700,000.00	0.00	<input checked="" type="checkbox"/>
DO00417	Abdi Townsend	View	01 Feb 2010	28 Feb 2010	01 Mar 2010	700,000.00	700,000.00	0.00	700,000.00	<input checked="" type="checkbox"/>
DO011744	Amanda Cativa	View	01 Jan 2010	31 Dec 2010	01 Jan 2011	700,000.00	700,000.00	0.00	700,000.00	<input checked="" type="checkbox"/>
DO011744	Amanda Cativa	View	01 Feb 2010	28 Feb 2010	01 Mar 2010	700,000.00	700,000.00	0.00	700,000.00	<input checked="" type="checkbox"/>
DO011932	Andrey Wong	View	01 Jan 2010	31 Dec 2010	01 Jan 2011	700,000.00	700,000.00	0.00	700,000.00	<input checked="" type="checkbox"/>
DO00827	Ari Sinara	View	21 Jan 2010	31 Dec 2010	01 Jan 2011	700,000.00	700,000.00	0.00	700,000.00	<input checked="" type="checkbox"/>
DO005903	Arwen Reisig	View	01 Jan 2010	31 Dec 2010	01 Jan 2011	700,000.00	700,000.00	0.00	700,000.00	<input checked="" type="checkbox"/>
DO005903	Arwen Reisig	View	01 Feb 2010	28 Feb 2010	01 Mar 2010	700,000.00	700,000.00	0.00	700,000.00	<input checked="" type="checkbox"/>

Browse Cancel Update

Current Status : Edit Mode

Reimbursement | Reimbursement Report | Reimbursement Detail Report

Reimburse No. : Any Part of Field NONE Search Show All

Full Name : Gordon Enns [DO00395] Page : 1 of 2

Approved From : 01/01/2010 To : 03/31/2010 Go

Reimburse No.	Req Date	Apprvl Date	Reimbrsmnt Type	Reimb. For	Start Date	End Date	Request Value	Apprvd Cost
RMR001-0036659	18/Jan/10	19/Jan/10	HOSPITAL. Hospital	-	18/Jan/210	18/Jan/10	IDR 100,000	IDR 100,000
RMR001-0036691	20/Jan/10	21/Jan/10	HOSPITAL. Hospital	Kabrin [Spouse]	20/Jan/210	20/Jan/10	IDR 1,000,000	IDR 1,000,000
RMR001-0036692	21/Jan/10	21/Jan/10	GLASSES. Glasses	-	21/Jan/210	21/Jan/10	IDR 500,000	IDR 500,000
RMR001-0036699	26/Jan/10	26/Jan/10	HOSPITAL. Hospital	-	27/Jan/210	27/Jan/10	IDR 300,000	IDR 300,000
RMR002-0036700	04/Feb/10	04/Feb/10	ENT. Entertainment	-	04/Feb/210	04/Feb/10	IDR 100,000	IDR 100,000
RMR002-0036704	17/Feb/10	18/Feb/10	GLASSES. Glasses	-	01/Feb/210	01/Feb/10	IDR 2,000,000	IDR 2,000,000
RMR002-0036705	17/Feb/10	17/Feb/10	HOSPITAL. Hospital	Hanes [Daughter]	01/Feb/210	01/Feb/10	IDR 125,000	IDR 125,000
RMR002-0036710	18/Feb/10	18/Feb/10	MED. Medical	-	18/Feb/210	18/Feb/10	IDR 1,500,000	IDR 1,500,000
RMR002-0036711	18/Feb/10	18/Feb/10	ENT. Entertainment	-	19/Feb/210	19/Feb/10	IDR 500,000	IDR 500,000
RMR002-0036712	18/Feb/10	18/Feb/10	OPT. Outpatient	-	18/Feb/210	19/Feb/10	IDR 333,000	IDR 333,000

Back IDR 9,177,000

Reimbursement | Payment Process

Reimbursement Type : All

Approve date : 03/01/2010 To 03/15/2010

Status : UnPaid Paid All Display

Pay Date 03/15/2010 Page : 1 of 1

No.	Reimburse No	Full Name	Type	Request Date	Approve date	Reimburse Cost	Excess Approved	Total Cost	Status	Paid	Print Receipt
1.	RMR003-0036730	Lioe Ing Yan	OutPatient	USD 02/Mar/10	11/Mar/10	USD 61.00	USD 0.00	USD 61.00	UnPaid	<input type="checkbox"/>	Print
2.	RMR003-0036731	Lioe Ing Yan	OutPatient	USD 08/Mar/10	11/Mar/10	USD 131.00	USD 0.00	USD 131.00	UnPaid	<input type="checkbox"/>	Print
3.	RMR003-0036737	Lioe Ing Yan	OutPatient	USD 15/Mar/10	15/Mar/10	USD 570.00	USD 1.00	USD 571.00	UnPaid	<input type="checkbox"/>	Print
4.	RMR003-0036732	Zumi Zola	OutPatient	USD 09/Mar/10	11/Mar/10	USD 62.26	USD 0.00	USD 62.26	UnPaid	<input type="checkbox"/>	Print
5.	RMR003-0036734	Zumi Zola	OutPatient	USD 11/Mar/10	12/Mar/10	USD 375.00	USD 0.00	USD 375.00	UnPaid	<input type="checkbox"/>	Print

Current Status : View Mode Update



Reimbursement Management

Benefits

SunFish HR automates the Reimbursement process, providing efficient, error free processing. Specifically the Reimbursement Administration delivers the following benefits:

Increased HR Department Efficiency

The HR Department is able to configure rules and workflow related to reimbursements. Once configured, reimbursements can be processed with only special items requiring HR department approval. All approved reimbursements can be automatically added to employee salaries. The HR department can be completely free from the current time-consuming job of processing reimbursements and focus their full effort on employee development.

Better Management Oversight With No Time Wasted

Managers at all levels can easily be a part of the approval process based on different criteria, or even look into the details of reimbursements they do not need to approve. Supervisors are instantly notified of new claims as soon as they are available. They appear in an authorized managers' inbox where all required details can be easily accessed and verified prior to approval in a single location.

Easy of Use, Quick and Accurate Processing for Employees

Employees can easily submit reimbursement requests through an easy-to-use self service interface. Time required to fill in complex forms and forward them for approval is minimized. Employees can login at anytime to review the approval status of their requests, or receive email alerts should status changes occur. The system protects claims and approvals from being lost or forgotten, and employees can be confident that once processed the correct amount will be paid quickly.

Improved Analysis of Reimbursement Costs and Allocation

Managers and the HR department have a variety of tools to create reports and analyze reimbursements by employee, department, type, account, project, etc. These tools allow managers to determine if the company is spending too much in certain areas and make appropriate adjustments to the policy.

Better Definition and Adherence to Company Policies

Reimbursement management allows the company to set a variety of rules, controlling limits, budgets, payment methods, approval requirements, and other variables. SunFish HR will automatically ensure that all reimbursements follow the appropriate policy every time, which improves claim accuracy and, ultimately, expedites payment cycles.

Improved Cost Control

More transparency and easier adjustment of reimbursement related policies allow the company more flexibility in controlling the costs. Enhanced visibility into expense spending gives companies a great opportunity to use spending data for smart business decisions, e.g. in negotiations with taxi companies or travel agencies, etc.

Lower Paper, Printing, Approval and Mailing Costs

SunFish HR dramatically reduces the costs associated with the processing of reimbursements. Online and automated processing drives down these costs without sacrificing control over reimbursements.

Happier Employees (pre-paid reimbursements and quick turnaround)

Support for pre-paid reimbursements allow the company to issue cash advances for expected reimbursements. These cash advances are automatically adjusted after the fact. Additionally the rapid processing of regular request ensures that employees will always be confident about receiving their reimbursements promptly.

Features

Employee Self-Service

SunFish HR is a 100% web-based solution. All functions are made available for employee self-service based on the security settings. For Reimbursement administration, this gives the company flexibility in allowing transparency for employees, oversight by management, and easy distribution of reimbursement processing and approval to the appropriate people. Employees can easily access their individual reimbursement balances to view which types and limits they (and/or their family members) are entitled to. The same summary page tracks which claims have already been paid, which are still outstanding, and how much the remaining reimbursement balance per type is. The flexibility of the open interface and process will completely change the way reimbursements are processed within the company.

Approval Work Flow

The workflow manager allows the flexible definition of approval steps for reimbursements. Reimbursements can be classified by type and where they originate. The system will automatically determine which people or positions are required for approval, allowing several steps for approval and allowing several people to process any single step. Notifications are sent automatically by email, and each user can easily see which approvals are waiting for processing when they login. Users are able to approve many items in a group or process each individually. Easy drill-down allows users to inspect the details of any request.

Online Approvals

All approvals are processed by the appropriate users online. Once approved, a request is instantaneously forwarded to the next approval level. If approvals are not processed quickly enough, indicator lights in the application will identify any bottlenecks and help managers to resolve the inefficiencies.

Email Alerts

Both the employee requesting a reimbursement and all users involved in the approval are kept up to date on the process by email alert. Users can easily click on links within these emails to get more details on the reimbursement, or to process required approvals.

Trouble Lights

Dashboard lights in SunFish HR allow managers and HR department users to watch for and identify issues related to reimbursement processing. Dashboard lights can be used to indicate a slow down in approval processing, reimbursement costs getting too high, or virtually any other aspect of the reimbursement process that needs to be tracked. Dashboard lights allow the system to keep track of the process rather than forcing users to waste time reviewing reports to identify any problems.

Payroll Interface

Once approved, all reimbursements can be automatically interfaced with the payroll process. Reimbursements can be included in the regular payroll process and appear on the employees normal pay slip, or run as a separate process more frequently. The payroll interface can automatically deduct any reimbursement advances from the employees' normal reimbursements.

Reimbursement Rules

The system allows for the complete and easy definition of a wide variety of reimbursement rules. Employees can have fixed maximums or maximums related to their salaries. Maximum limits can also be set according to departmental budget, project, client, etc. An unlimited number of different reimbursement types can be created with different rules, data tracking and approvals. Different types of expenses may also have different methods or timing or payment.

Analysis and Reporting

Reimbursement Administration includes a wide range of reports which can be used to analyze reimbursement costs. All reimbursement data are stored within SunFish HR for a definable period. Reports can be run based on a variety of criteria useful for analysis or auditing. If current reports are not sufficient for all requirements, SunFish HR allows the users to define their own reports or export the data to MS Excel™ where they can analyze the data in their preferred method.