

## Expenses Hub

The Expenses Hub is a new feature in Workday. If you have been using the Expense Worklet, the Hub contains all the functions of the Worklet in a user-friendly interface. The Hub will be a centralized place for all expense related matters including a link to Bentley's travel policy.

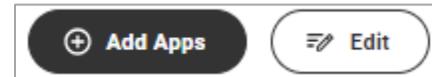
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### ADDING THE EXPENSE HUB TO YOUR WORKDAY MENU

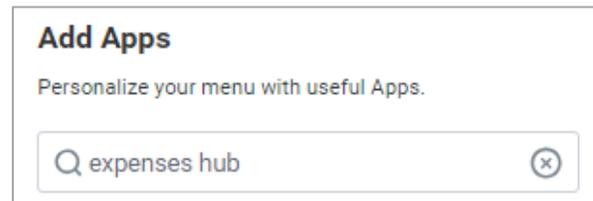
1. Click **WORKDAY MENU**.



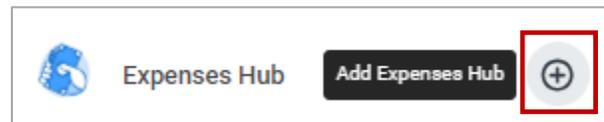
2. At the bottom of the menu click **ADD APPS**.



3. In the Search window enter **EXPENSES HUB**.



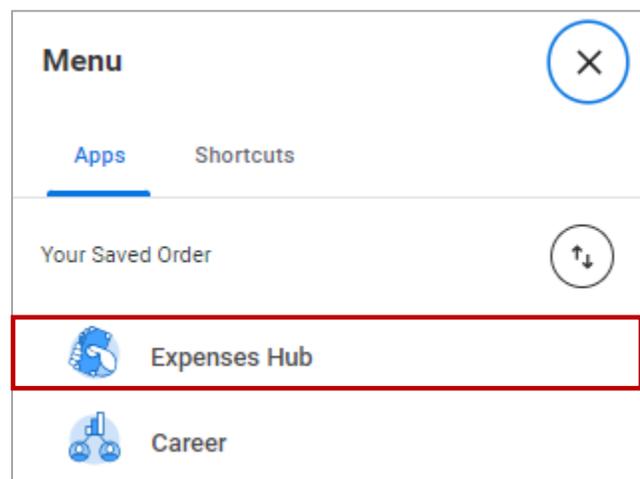
4. Click the **“+”** to add **Expenses Hub** to your menu.



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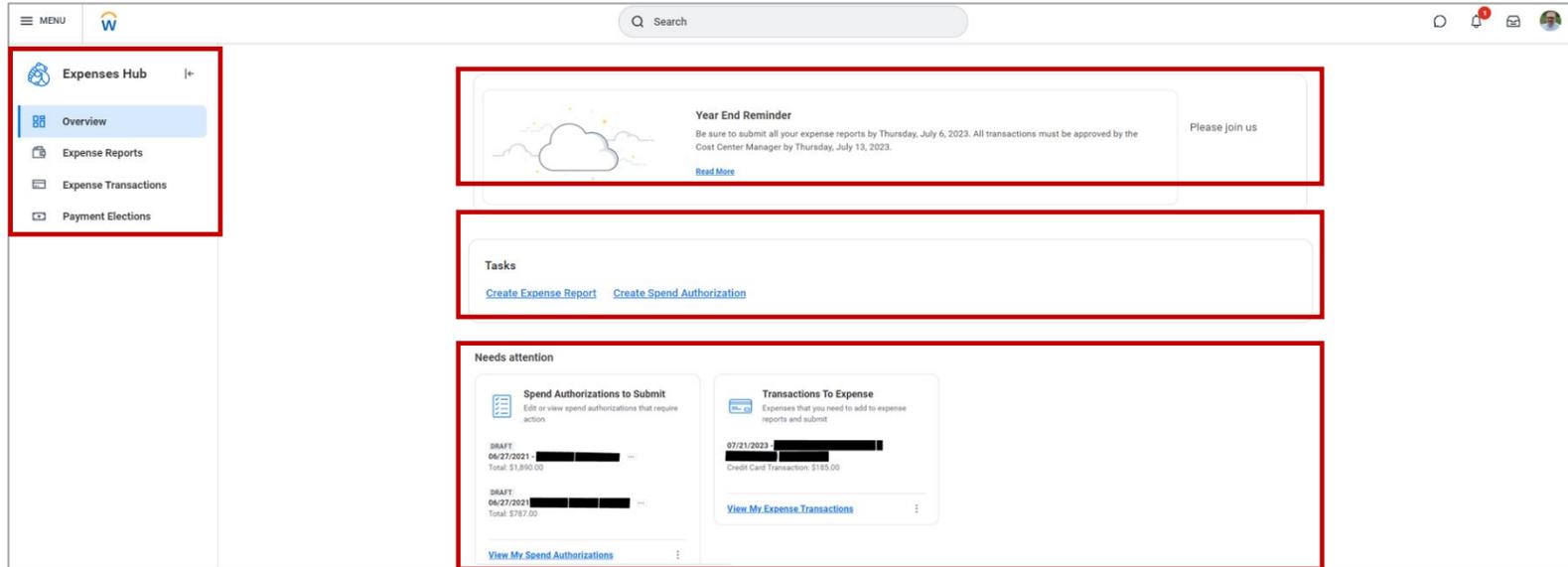
### ACCESSING THE EXPENSE HUB

From the Workday Menu click **EXPENSES HUB**.



# Expenses Hub

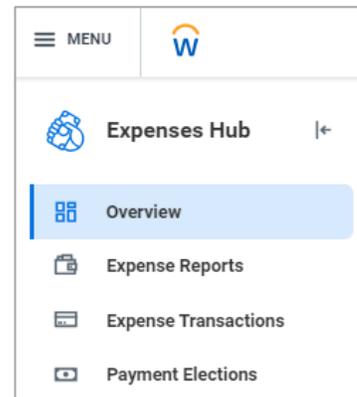
This will bring you into the **Expenses Hub Navigation** home screen. On the left hand side of the screen you will see the **Navigation Pane**. This allows you access to the **Overview, Expense Reports, Expense Transactions** and **Payment Electives**.



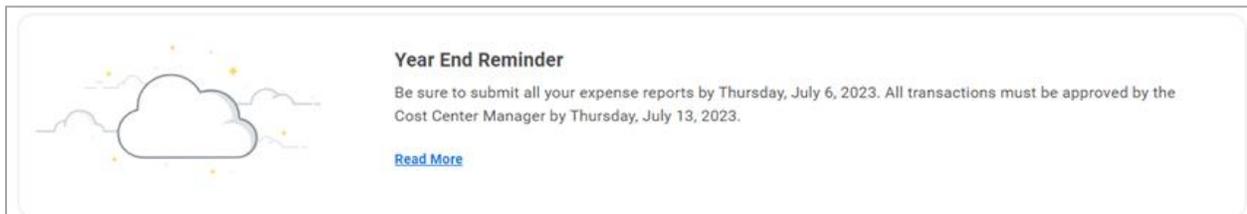
## NAVIGATION PANE - OVERVIEW

The **Overview** will be the default location when you begin to work with the Expenses Hub. It is divided into three sections:

- Announcements
- Tasks
- Needs Attention



### Announcements



Located at the top of the Overview. This will contain information where you can be reminded of important deadlines. There will be a hyperlink to **Read More** just below.

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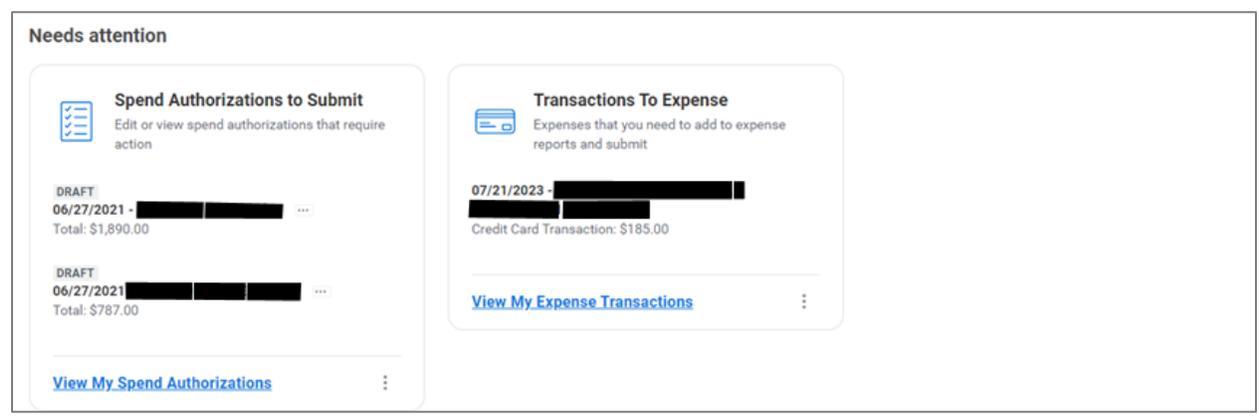
## Tasks

Located in the middle of the Overview. From here you have hyperlinks to **Create an Expense Report** or **Create Spend Authorization**.



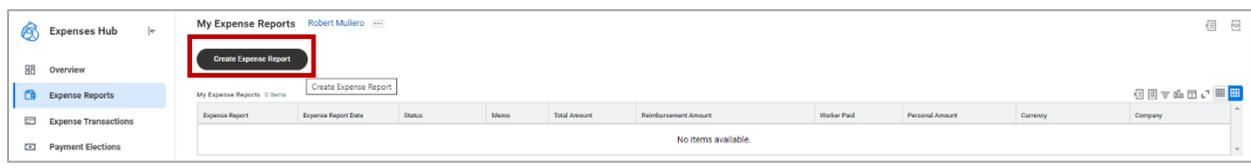
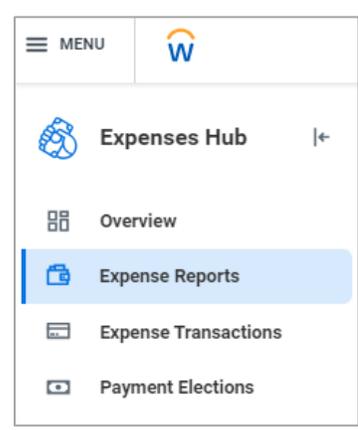
## Needs Attention

Located at the bottom of the Overview. From here you can address items that need your attention. There will be a hyperlink to **View More Information** just below.



## NAVIGATION PANE – EXPENSE REPORTS

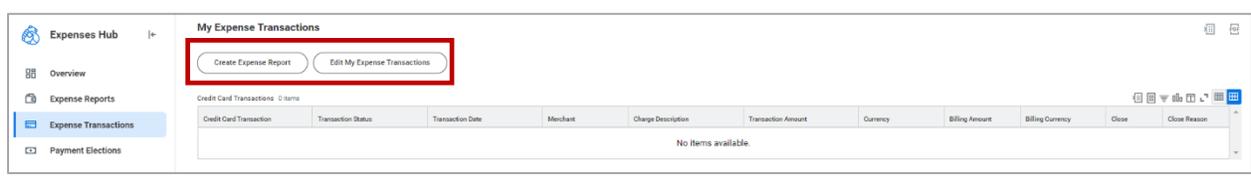
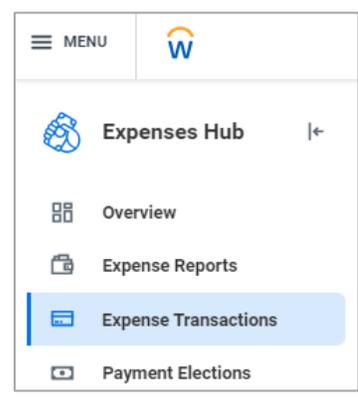
By clicking **Expense Reports** you will be brought into the Input screen. Here you will see a button to **create your expense report**.



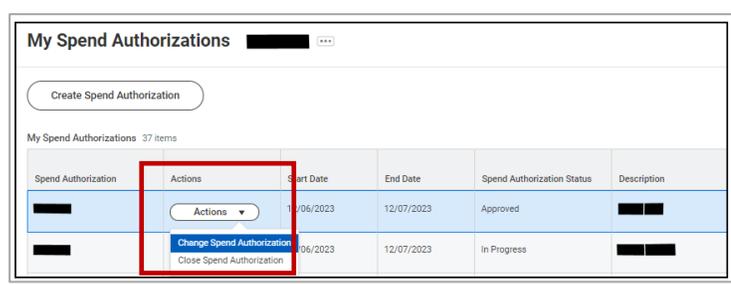
# Expenses Hub

## NAVIGATION PANE – EXPENSE TRANSACTIONS

By clicking **Expense Transactions** you will be brought into the Input screen. Here you will see a button to **create your expense report** or **edit expense transactions**.

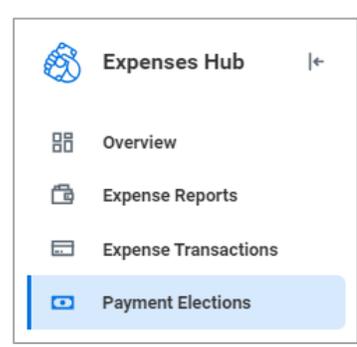


Under the **View Expense Transactions** and **View Spend Authorization** sections, there is an **Action** button for each line item to perform action on quickly.



## NAVIGATION PANE – PAYMENT ELECTIONS

By clicking **Payment Elections** you will be brought into the Input screen where you can **add** or **edit information** for your payment elections.



In conclusion, we hope you will find the **Expenses Hub** a useful tool. It can help you answer questions about the the status of your expense reimbursement, advise you of any actions pending and aid in helping you find where you can update payment elections.