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.

ADDING THE EXPENSE HUB TO YOUR WORKE	DAY MENU
1. Click Workday Menu.	
2. At the bottom of the menu click ADD APP	S.
3. In the Search window enter EXPENSES HUB.	Add Apps Personalize your menu with useful Apps.
	Q expenses hub

 Click the "+" to add Expenses Hub to your menu.



ACCESSING THE EXPENSE HUB

From the Workday Menu click **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**.

	Q Search	D 📌 🖻 🏟
👸 Expenses Hub ⊨+		
Cverview 0	Year End Reminder Be sure to submit all your expense reports by Thursday, July 6, 2023. All transactions must be approved by the Please Join us	
Expense Reports	Cost Center Manager by Thursday, July 13, 2023. Reid More	
Payment Elections		
	Tasks Create Expense Report Create Spend Authorization	
	Needs attention	
	Spend Authorizations to Submit Effort and authorizations that require actions that require more than a submit transactions To Expense reports and submit to	
	Testil: 31,890 00 Credit Guid Transactions: 3135.00 BRATT Occ272021 Testil: Status Concerning Conce	
	View My, Spend Authorizations	

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

Year End Reminder Be sure to submit all your expense reports by Thursday, July 6, 2023. All transactions must be approved by the Cost Center Manager by Thursday, July 13, 2023. Read More	-~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Year End Reminder Be sure to submit all your expense reports by Thursday, July 6, 2023. All transactions must be approved by the Cost Center Manager by Thursday, July 13, 2023. Read More
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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.



<u>Tasks</u>

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

Tasks	
Create Expense Report	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.

Needs attention		
Spend Authorizations to Submit Edit or view spend authorizations that require action	Expenses that you need to add to expense reports and submit	
DRAFT 06/27/2021	07/21/2023 - Credit Card Transaction: \$185.00	
DRAFT 06/27/2021	View My Expense Transactions	
View My Spend Authorizations		

NAVIGATION PANE – EXPENSE REPORTS





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 My Spend Authorizations and View Spend Authorization Create Spend Authorization sections, there is an Action button for each line item to perform action on End Date Spend Authorization Status Actions Descript quickly. 12/07/2023 Approved Act 12/07/2023 In Progress

NAVIGATION PANE – PAYMENT ELECTIONS

Expenses Hub |← By clicking Payment Elections you will be brought into the Input ණ screen where you can add or edit information for your payment 品 Overview elections. ß Expense Reports Expense Transactions ... Payment Elections Payment Elections XII 007 eceive payment for each type of pay. For direct deposit, be sure to add bank ac Default Country United States of America Default Currency USD

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.