Together We Care

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## 2022 Instructions for BEA/Business Expense Account Donations

Thank you for considering a donation from your BEA. This is a popular way to support the named funds at Hennepin Healthcare Foundation or HHRI. This is a one-time, lump sum donation of BEA funds and cannot be distributed throughout the year like payroll deduction. Please note, BEA donations can only be designated to named funds held at Hennepin Healthcare Foundation or HHRI.

Please read through this document carefully as this option comes with specific rules. If you have questions, please contact jennifer.feldkamp@hcmed.org.

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INSTRUCTIONS

Log In

1. Navigate to Info OnCall > Employee / Manager Self-Service.
2. Use Network ID and Password to log in.
3. Once logged in, you will be directed to the Employee Self Service tile options. Click on the Hennepin Healthcare eForm and you will be brought to the eForm landing page. Expand on the HHS BEA Expense menu option by clicking on the arrow.
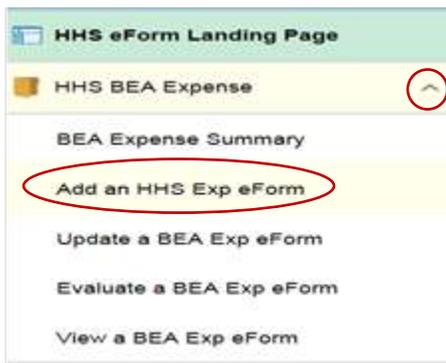
Enter a Request

1. Click on **Add an HHS Exp eForm**
2. If entering for self, your information will be pulled up directly in the Employee Information text.
   a. If entering for a specific provider, you will be brought to a search page. Please search by either entering last name or PeopleSoft number. This will allow for an accurate search and populate the details.

3. Form Data and File attachment

a. Select the appropriate category ID – HHRI and HHF Donations
b. Type in the business purpose describe what fund number or program you wish to support
c. Select receipt date - today's date
d. Select approval amount requested
e. Select the plus sign if you want to add more than one fund on this form
i. If there is more than one reimbursement, there needs to be more than one attachment. Each reimbursement needs an attachment.

f. Click upload to select a document
g. Description is where you can type in receipt, proof of payment, etc.
i. If you are requesting multiple reimbursements on one form, then you need to click "add" to create a row for an additional attachment.
h. Add any comments that may be necessary for the form
i. Click submit for the form to be approved.
Note: You have to upload a document or the system won't process your request. This is usually a receipt from purchase but in the case of donation, there is no purchase. So you create a donation document using a piece of paper and writing what program would you like to support.

Thank you for your contribution.