



Aston Staff Portal

Viewing Your Expense Payments

1. Remittances

Once an expense claim is approved by the Departmental Approver, it is passed through to Payroll for payment. Payroll will conduct some sense checks to ensure claims are valid, and then process the payment to the employee's bank account.

Employees can track their remittances on the expenses screen in the employee dashboard. Select either the latest remittance, or click the magnifying glass to view all remittances.

The screenshot shows the corehr employee dashboard for Henry Simpson. The dashboard includes a navigation sidebar with options like Welcome, Leave Requests, Payment, Expenses, and Training. The main content area features an 'Expenses' section with a 'Claims' table and a donut chart. The 'Remittances' section is highlighted with a red box, showing a magnifying glass icon and a 'VIEW ALL REMITTANCES' button.

Claim No	Payment ...	Date Processed	Payment Method	Payment Value
245	201605	30 May 2016	CorePay	£ 111.00

If viewing all previous remittances, select the magnifying glass icon to see the full remittance detail for that expense claim.

The screenshot shows the 'Remittance History' table with the following data:

Claim No	Payment ...	Date Processed	Payment Method	Payment Value
245	201605	30 May 2016	CorePay	£ 111.00

Remittance detail screen, showing the complete claim, with expense items listed.

Remittance
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Aston University

Remittance Detail

Date : February 19, 2016
Payment Run : 150006

Scale Code / Class

Code: G08m
Description: Grade 08
Class: A

Address

Faye Ellis

Remittance						
Reference	Date From	Date To	Description	Currency	Amount	
18	18-Feb-16	18-Feb-16	Books Print (0 Units)	Pound Sterling@1	57.68	
18	18-Feb-16	18-Feb-16	Equipment: Other (0 Units)	Pound Sterling@1	258.43	
18	04-Jan-16	06-Jan-16	Air Fares (0 Units)	Pound Sterling@1	78.00	
18	04-Jan-16	06-Jan-16	Conference Fees (0 Units)	Pound Sterling@1	150.00	
18	04-Jan-16	06-Jan-16	Taxi Fares (0 Units)	Pound Sterling@1	120.00	
18	04-Jan-16	06-Jan-16	Taxi Fares (0 Units)	Pound Sterling@1	120.00	
18	04-Jan-16	06-Jan-16	Subsistence (0 Units)	Pound Sterling@1	3.00	
18	09-Feb-16	09-Feb-16	Mileage (147 Units)	Pound Sterling@1	66.15	
Total Pay					853.26	

Details

Expense Group	1 / Aston University
Claimant No.	1002233
Payment No.	18
Claim Value	853.26
Kilometres	0

Cumulatives (Year-to-date)

Claim Value	5911.26
Kilometres YTD	0