



## EE Reimbursement Approver Forms and Reports

Form Name	Form#	Form or Report	Training Available*	Inquiry Only	Add	Change	Delete	Subform Info	Form Description
Batch Number Security	ZR10.1	Form		No	No	Yes	No		This program enables Central & Agency payrolls to reassign the User ID associated with a batch number.
Employee Reimbursement Entry Form	ZR35.2	Form		No	Yes	Yes	No		Use to enter expense reimbursement time record data for individual employees.
Time Record Payroll Reports	ZR135	Report		No	Yes	Yes	Yes		Time Record Report allows a user to filter by the following Pay Classes: RMB-Employee Reimbursements and TVL-Travel Employee Reimbursement. The ZR135 can be used for job roles specific to Employee reimbursements. All other pay classes are excluded and cannot be viewed on this report.