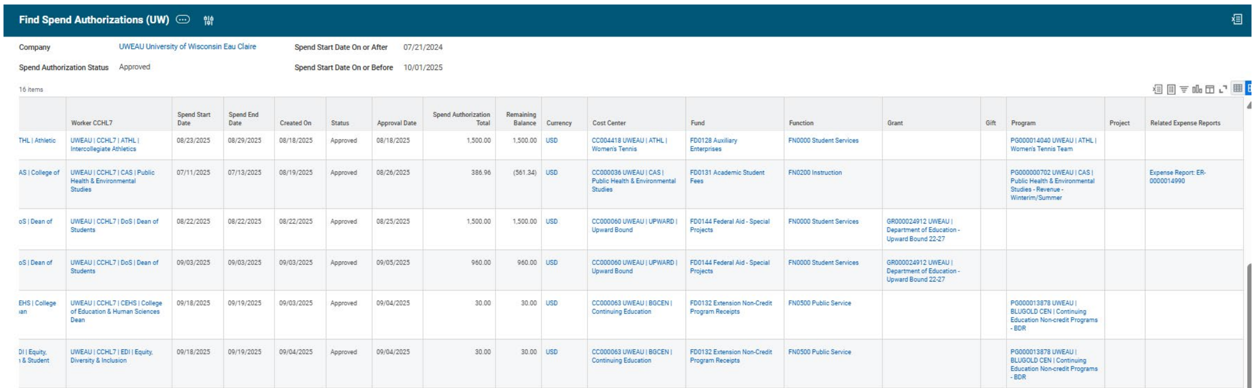
EARS Open House 10/19/2025

Reminder that EARS role should be reviewing Spend Authorizations and closing Spend Authorizations that employees forgot to check "final expense report"

Recommend using "Find Spend Authorizations (UW)" and check Spend Start Date column and Spend End Date column as well as the last column Related Expense Reports



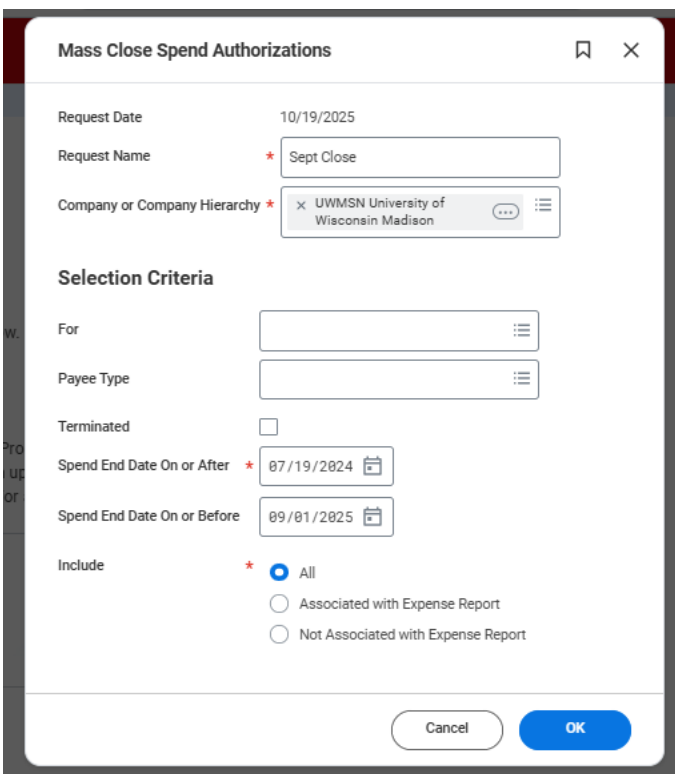
Find Spend Authorizations (UW)

Company: UWEAU University of Wisconsin Eau Claire
Spend Start Date On or After: 07/21/2024
Spend Authorization Status: Approved
Spend Start Date On or Before: 10/01/2025

16 items

	Worker CCHL7	Spend Start Date	Spend End Date	Created On	Status	Approval Date	Spend Authorization Total	Remaining Balance	Currency	Cost Center	Fund	Function	Grant	Gift	Program	Project	Related Expense Reports
THL | Athletic	UWEAU | CCHL7 | ATHL | Intercollegiate Athletics	08/23/2025	08/29/2025	08/18/2025	Approved	08/18/2025	1,500.00	1,500.00	USD	CC004418 UWEAU | ATHL | Women's Tennis	FD0128 Auxiliary Enterprises	FN0000 Student Services			PG000014040 UWEAU | ATHL | Women's Tennis Team		
AS | College of	UWEAU | CCHL7 | CAS | Public Health & Environmental Studies	07/11/2025	07/13/2025	08/19/2025	Approved	08/26/2025	386.96	(561.34)	USD	CC000036 UWEAU | CAS | Public Health & Environmental Studies	FD0131 Academic Student Fees	FN0200 Instruction			PG000000702 UWEAU | CAS | Public Health & Environmental Studies - Revenue - Winterim/Summer		Expense Report: ER-0000014990
oS | Dean of	UWEAU | CCHL7 | DoS | Dean of Students	08/22/2025	08/22/2025	08/22/2025	Approved	08/25/2025	1,500.00	1,500.00	USD	CC000060 UWEAU | UPWARD | Upward Bound	FD0144 Federal Aid - Special Projects	FN0000 Student Services	GR000024912 UWEAU | Department of Education - Upward Bound 22-27				
oS | Dean of	UWEAU | CCHL7 | DoS | Dean of Students	09/03/2025	09/03/2025	09/03/2025	Approved	09/05/2025	960.00	960.00	USD	CC000060 UWEAU | UPWARD | Upward Bound	FD0144 Federal Aid - Special Projects	FN0000 Student Services	GR000024912 UWEAU | Department of Education - Upward Bound 22-27				
EHS | College ian	UWEAU | CCHL7 | CEHS | College of Education & Human Sciences Dean	09/18/2025	09/19/2025	09/03/2025	Approved	09/04/2025	30.00	30.00	USD	CC000063 UWEAU | BGCEN | Continuing Education	FD0132 Extension Non-Credit Program Receipts	FN0500 Public Service			PG000013878 UWEAU | BLUGOLD CEN | Continuing Education Non-credit Programs - BDR		
DI | Equity, & Student	UWEAU | CCHL7 | EDI | Equity, Diversity & Inclusion	09/18/2025	09/19/2025	09/04/2025	Approved	09/04/2025	30.00	30.00	USD	CC000063 UWEAU | BGCEN | Continuing Education	FD0132 Extension Non-Credit Program Receipts	FN0500 Public Service			PG000013878 UWEAU | BLUGOLD CEN | Continuing Education Non-credit Programs - BDR		

If you determine you can close Spend Authorizations you will want to use the "Mass Close Spend Authorizations" task



You will want to click the box to the left most column and then click submit to close any Spend Authorizations that should be closed out.

You may need to reach out to the employee to confirm if you are unsure, for folks that are terminated or retired you will see that status in parentheses after the name.

: Abigail Flower (Terminated)

Spend Authorizations 13 items | 0 selected

	Business Document	Company	For	Payee Type	Spend End Date	Description	Related Expense Reports	Remaining Balance	Memo
	Spend Authorization: SA-0000000002, Graig Brooks on 07/04/2025 for 1.00 USD	UWMSN University of Wisconsin Madison	Graig Brooks	Employee	07/04/2025	Spend Authorization for Guidance	Expense Report: ER-0000000003 Canceled	1.00 USD	
	Spend Authorization: SA-0000000003, Elizabeth Dressel on 06/04/2025 for 100.00 USD	UWMSN University of Wisconsin Madison	Elizabeth Dressel	Employee	06/05/2025	Parkside training		100.00 USD	
	Spend Authorization: SA-0000000055, Ryan Browne on 07/08/2025 for 600.00 USD	UWMSN University of Wisconsin Madison	Ryan Browne	Employee	07/08/2025	Down Payment - Delectables by Donna - WRAP Info Sessions, Milwaukee - 10-4-25		600.00 USD	
	Spend Authorization: SA-0000000104, Luisa Cervantes Barragan (ECM) on 02/06/2025 for 50.00 USD	UWMSN University of Wisconsin Madison	Luisa Cervantes Barragan (ECM)	External Committee Member	02/08/2025	Requesting reimbursement for airport parking and one cab ride.	Expense Report: ER-0000006606 Canceled	50.00 USD	
	Spend Authorization: SA-0000000127, Tamara Kuhn Martin on 06/24/2025 for 79.20 USD	UWMSN University of Wisconsin Madison	Tamara Kuhn Martin	Employee	06/24/2025	CoE Research Admin Workday Workshop		79.20 USD	
	Spend Authorization: SA-0000000182, Lixin Rui on 07/01/2025 for 75.00 USD	UWMSN University of Wisconsin Madison	Lixin Rui	Employee	07/01/2025	ASH Journal Submission	Expense Report: ER-0000006241 Canceled	75.00 USD	
	Spend Authorization: SA-0000000333, Alex Geiger (Terminated) on 01/11/2025 for 569.35 USD	UWMSN University of Wisconsin Madison	Alex Geiger (Terminated)	Employee	01/16/2025	Research Intern Alex Geiger (Department of Astronomy) attended the American Astronomical Society's 245th Winter Meeting in Washington DC from January 12-16, 2025. Geiger presented research co-authored by UW faculty members Christy Tremonti and Marsha Wolf. Geiger is seeking reimbursement for his hotel expense. His hotel was reserved with former employee Rick Williams' pcard but because a credit card authorization form was not submitted to the hotel allowing the use of Williams' pcard, Geiger had to use his personal card to pay for the hotel.		569.35 USD	
	Spend Authorization: SA-0000000437, Michelle Muhasky on 07/23/2025 for 51.50 USD	UWMSN University of Wisconsin Madison	Michelle Muhasky	Employee	07/23/2025	Food enrichment for research birds		51.50 USD	
	Spend Authorization: SA-0000000516, Ryan Larochelle (ECM) on 05/14/2025 for 2,184.12 USD	UWMSN University of Wisconsin Madison	Ryan Larochelle (ECM)	External Committee Member	05/18/2025	Hotel reimbursement for ASOPRS conference for Dr. Larochelle	Expense Report: ER-0000015661	0.12 USD	
	Spend Authorization: SA-0000000764, Rebecca	UWMSN University of Wisconsin Madison	Rebecca Millerjohn	Employee	08/07/2025	This is a CDIS purchase for a water contract for		221.55 USD	

Submit Cancel

FAQ: Email to send payroll deductions to please use: GetHelpUW@support.wisconsin.edu

FAQ: What happens if an employee paid the UW back via check but then the amount owed came out of the next expense report for that employee, what should we do?

> A: Have the employee submit another Expense Report and reference the duplicate reason (was paid back to the UW but then automatically deducted from ER # XXXX)

FAQ: What happens if an employee asked for a payroll deduction to pay the UW back and the EARS already asked payroll for the deduction, and then the employee had another Expense Report approved and the money was withheld from the Expense Report, what should we do?

> A: Email payroll GetHelpUW@support.wisconsin.edu and explain the situation, and have them add the money withheld back on the next payroll, and copy the employee in on the request.