



THE STEPPING STONES GROUP

Transforming Lives Together

Welcome to Concur

Finance Reimbursements Reference Guide 25/26 School Year

New Hire and Wellness Letter

Attached: Reimbursement Policy, Wellness Letter, and Reimbursement Tracking Procedure



Reimbursement Policy

Reimbursements are paid out via reports submitted in **Concur**. We do **not** reimburse receipts sent to Finance Reimbursements through email.

Concur can be accessed at the following link: <https://www.concursolutions.com> or with the mobile app. [SAP Concur mobile application](#)

For assistance with Two-Factor Authentication, see Two-Factor Authentication document attached to the Welcome email or email Finance Reimbursements for a new copy.

To facilitate timely reimbursement and ensure deadlines are not missed, please submit expense reports 30 days after purchases are made (up to 90 days at the latest).

For smoother processing, ensure all reports contain Receipt Images which meet the following criteria*:

Vendor
Date of purchase
Itemization/Cost of each item
Total paid
Method of payment

*Please note: If any of these items are missing from documentation, your report will be sent back needing changes.

Reimbursement of New Hire Expenses

Below is a concise list of expenses reimbursable as New Hire. Direct any questions of item eligibility to the Finance Reimbursements Team: finance.reimbursements@ssghealthcare.com

Eligible NEW HIRE Expenses
Background Checks
CPR Certification
Fax Related Costs
Fingerprints
Live Scan
Mail Cost
Notary Fees
Transcript
TB Skin Test

*Licensing fees are NOT New Hire expenses. They are only eligible for reimbursement using PDA budgets.



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Company Wellness Program

We are pleased to provide employees with our \$200 wellness benefit, offered to encourage good health and exercise. This benefit is only available to the employee once/school year. To receive your benefit, please submit your eligible expense reimbursements through Concur.

Only receipts 7/1/25 - 6/5/26 are eligible. Deadline for Submission: 6/5/25 for 25/26 school year.

Wellness expense reports are only eligible for reimbursement during your employment period. They cannot be used for expenses incurred before your assignment start date or after your employment has terminated.

Direct any questions of item eligibility to the Finance Reimbursements Team: finance.reimbursements@ssg-healthcare.com

***Finance reimbursement has the right to determine eligibility of an expense at anytime.**

Eligible Wellness Expenses

Gym memberships (we will only reimburse for single membership costs)
Gym Equipment (weights, yoga mats, jump ropes, elastics bands)
Gym Shoes or Hiking Boots
Athletic Tracker – Fitbit, Apple Watch, Oura Rings, other products that you can use to track steps, pulse, etc.
Workout Equipment (treadmill, exercise bike, elliptical)
Bicycles
Fitness Classes/Subscriptions (Apple Fitness, Peloton, Pilates, etc.)
Fitness Apps or DVDs
Meditation Apps or Classes
Massages
Race Registrations (no shirts or caps eligible)
Vitamin Supplements
Weight Loss Program Fees (monthly/annual fees only)

Ineligible Wellness Expenses*

Clothing
Furniture
Non-Athletic Shoes (Crocs, sandals, etc.)
Acupuncture
Chiropractor
Reiki
Salon Services (manicures, pedicures, facials, hair appointments, head massages, etc)
Hair/Facial/Personal Hygiene Products
Gift Cards or Groupon Purchases (nothing transferable as the benefit is for the employee only)
Spa Entrance Fees
Anything covered by Medical Insurance or Flexible Spending Accounts
Glasses/Contacts
Medical Appointments (Dentist, Doctor, Optometrist, Alternative/Holistic Medicine, etc.)
Supplement powders, protein powders, coffee/tea



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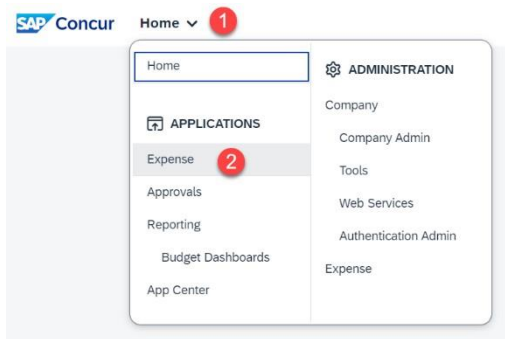
Reimbursement Payment Tracking Procedure

Although you will receive an auto-reply message when your expenses are approved stating you have been paid, this is not accurate. Please disregard it. We apologize for any confusion, but we cannot change the automated message.

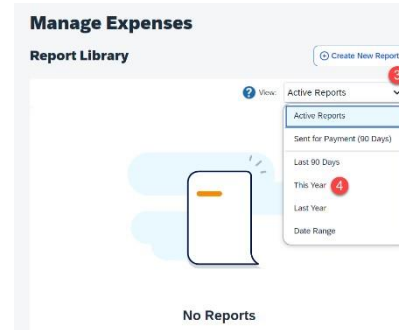
We process payments on payday, but reimbursements are not included in your paycheck. Instead, they are deposited into your bank account 3-5 business days after we initiate payment processing. The first reimbursement may take longer.

If you do not see the payment 10 days after the estimated deposit date, please contact your bank, as we have sent the

To track the payment status of your Reports in Concur: Go to your Expenses tab from the home screen.



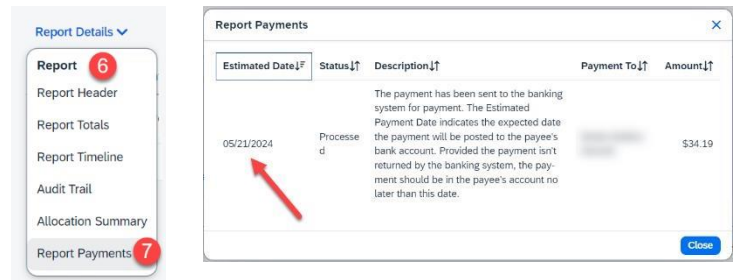
There, you will see a list of all reports submitted (make sure you choose This Year from the dropdown to see approved reports ready for payment).



Click on the Report you want to view.

Report Name	Status	Report Date	Amount	Requested	Due Employee
Wellness No: UH2DNR / ID: 9E4275E71D4E8A8057	Paid	06/24/2024	\$100.00	\$100.00	\$100.00
Wellness No: JOBUPV / ID: 5A08ED2E2F44410C95B2	Paid	05/23/2024	\$65.81	\$65.81	\$65.81
Wellness No: 3ED460 / ID: 9C96C1B079F3408F8B8B	Paid	05/01/2024	\$34.19	\$34.19	\$34.19

From there, click the Report Details dropdown and choose Audit Trail if you want to see when your Report was in various statuses, or Report Payments to see your payment status and estimated payment date.



funds.

To find the status of your approved expense report, use the Reimbursement Calendar. Your estimated pay date is based on the approval date of your expense. Please note that the first direct deposit may take 3-5 days longer depending on your bank's processing methods.

NOTE: If your banking information in your Concur profile is incorrect, then the payment will show the bank could not deposit funds. You will need to update your banking information in Concur and when we make the next payment, Concur will retry to deposit funds.

