



## **T&E PROCESSING**

Cognizant uses PeopleSoft's ESA module to process all travel and entertainment related expenses. ESA is linked with American Express, and automatically populates with all items charged on your Cognizant American Express Corporate card.

As a new associate, you will undergo training on how to use the system.

### ***Links:***

ESA Training: <https://compass.learning.cognizant.com> (Activity Code: NQTLE8)

ESA Tool: <https://compass.esa.cognizant.com/psp/ESA89PRD/?cmd=login>

Here are some key points to keep in mind when using ESA to process your expenses:

- You can only charge expenses to projects to which you have been allocated in PeopleSoft.
- You must indicate whether or not your charges are re-billable.
- No expense reports will be paid until receipts are faxed. Receipts are required for any expense over \$25USD, even when charged on the Corporate American Express Card. Any report with items requiring receipts, but lacking those receipts, will be declined by the system for payment.
- Cognizant will pay American Express bills only after expense reports have been submitted and approved by both your manager and Finance. It is the responsibility of the associate to submit expense reports in ESA expeditiously and ensure the necessary approvals have been obtained. Cognizant will not reimburse late-fees incurred by associates on the Corporate American Express card.
- PeopleSoft sends an automated email to you notifying you when your receipts have been properly uploaded onto your expense report. You should NOT submit your expense report for approval until you receive this confirmation.
- You will NOT have the ability to choose an approver for your expense report. The expense report will automatically be routed to EACH project manager whose projects you have charged on the expense report.
- Your User ID and Password will be the same as your Cognizant network ID and password.

Payments will be made on Fridays on a weekly basis for all expenses submitted & approved as of end of business US time each Thursday.

### ***Questions or concerns?***

Please contact the ESA helpdesk: [ESA@cognizant.com](mailto:ESA@cognizant.com).