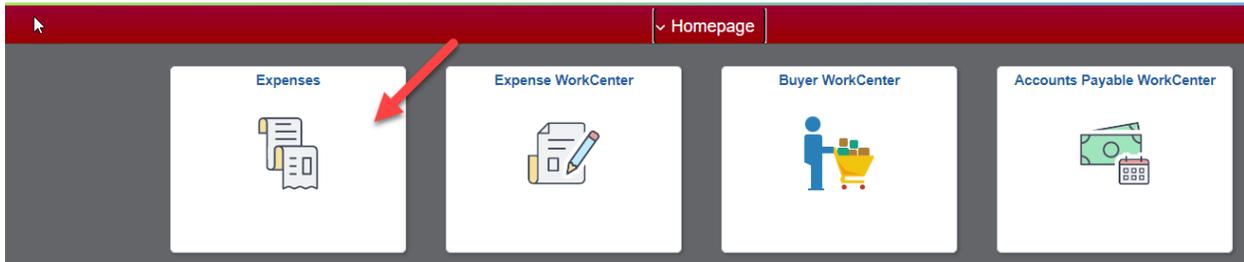


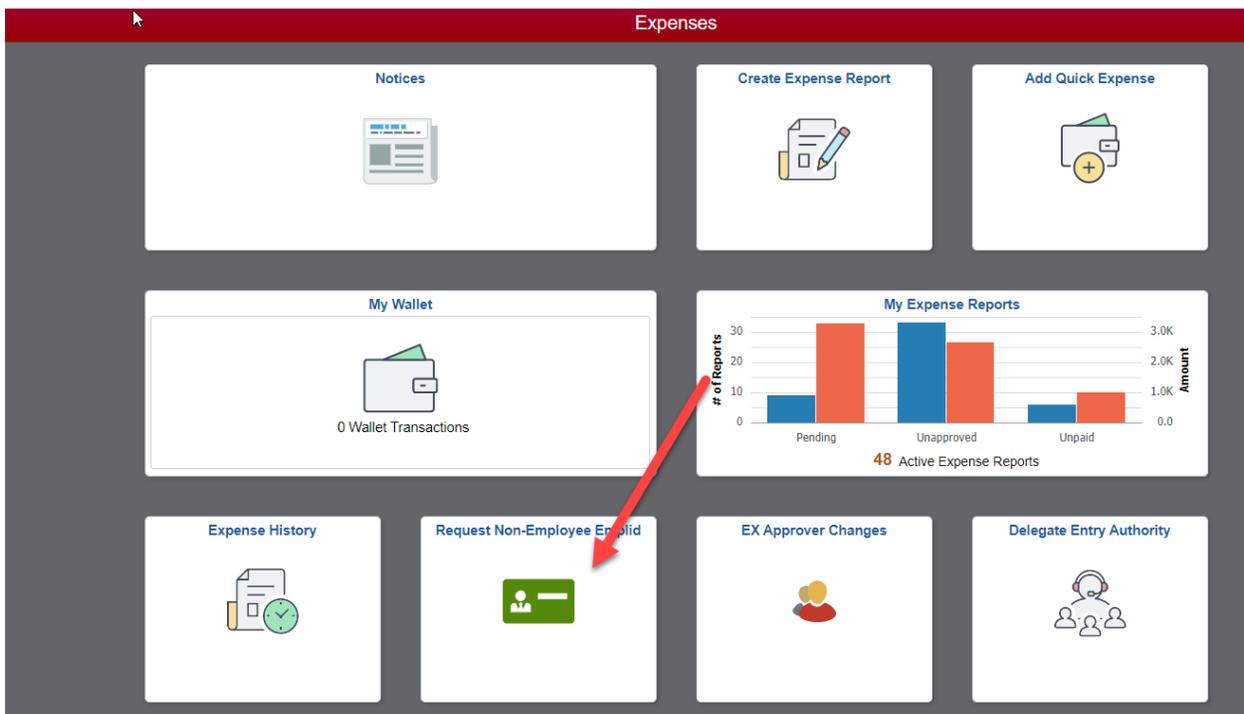
New Non-Employee Request Form Process

Log into SFS

Choose Expenses Tile from Homepage



Choose Request Non-Employee Emplid tile



Choose Request Non-Employee Emplid

Expenses New Non-Employee Emplid

Overview - Intro to eForms 

Request Non-Employee Emplid

Evaluate a New Emplid Request

Update New Emplid Request

View New Emplid Request

The purpose of this form is to create or update an emplid for a non-employee.

Financial Services Expense eForms

Use an **ADD menu option** to create a new form.

- You can click the **SAVE** button and later use the **UPDATE menu option** to complete it.
- When the form is fully filled in, click on the **SUBMIT** button to route the form to approvers.
- You will receive a notification that it has been submitted.
- You will later receive an email to notify you when it has been completed (executed).
- There is also a **WITHDRAW** button if you choose to cancel the form.

Approvers can use the **EVALUATE menu option** to review and approve the forms which have been submitted.

Anyone can look at a form using the **VIEW menu option**. This provides a read-only display.

The **EVALUATE**, **UPDATE** and **VIEW menu options** offer search pages for filtering results whenever more than one result is available.

Choose either Add a New Non-Employee or Update an Existing Emplid and fill in all the required fields (have an asterisk).

e-Reimbursement Non-Employee Profile Set-up Form

This form is required to process reimbursement of travel and supplies expenses for anyone who is not a UW System employee or was a former UW employee whose appointment ended more than one year ago. This includes students, guest speakers, and job candidates. All eligible expenses must be claimed and routed for approval.

Emplid to Add

Non-Employee Emplid to Add

Requestor and Non-Employee Info

Initiator Emplid 00798767 SCHWARTZ, SHARON A

Initiator Email SSCHWARTZ@UWSA.EDU

*Form Action Requested 

*Non-Employee Last Name

*Non-Employee First Name

Non-Employee Middle Initial

*Address Line 1

Address Line 2

*City

*Zip/Postal Code

*Country

*State/Province

Once completed submit the form. You will receive an email saying the form has been submitted. Once the Non-Employee ID has been created or updated you will receive another email stating that it has been approved.