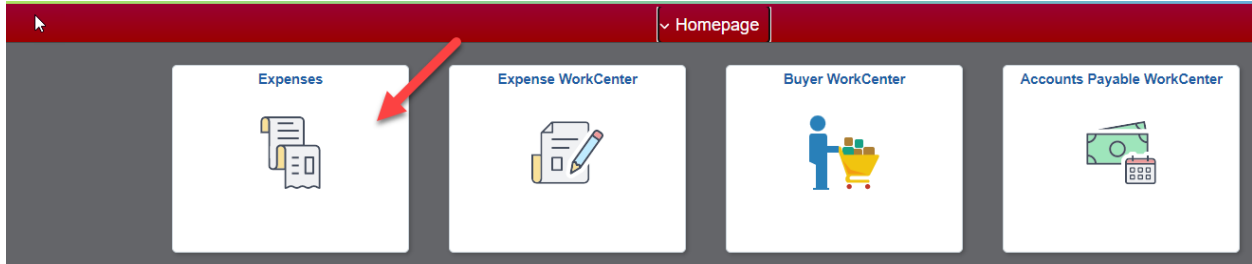


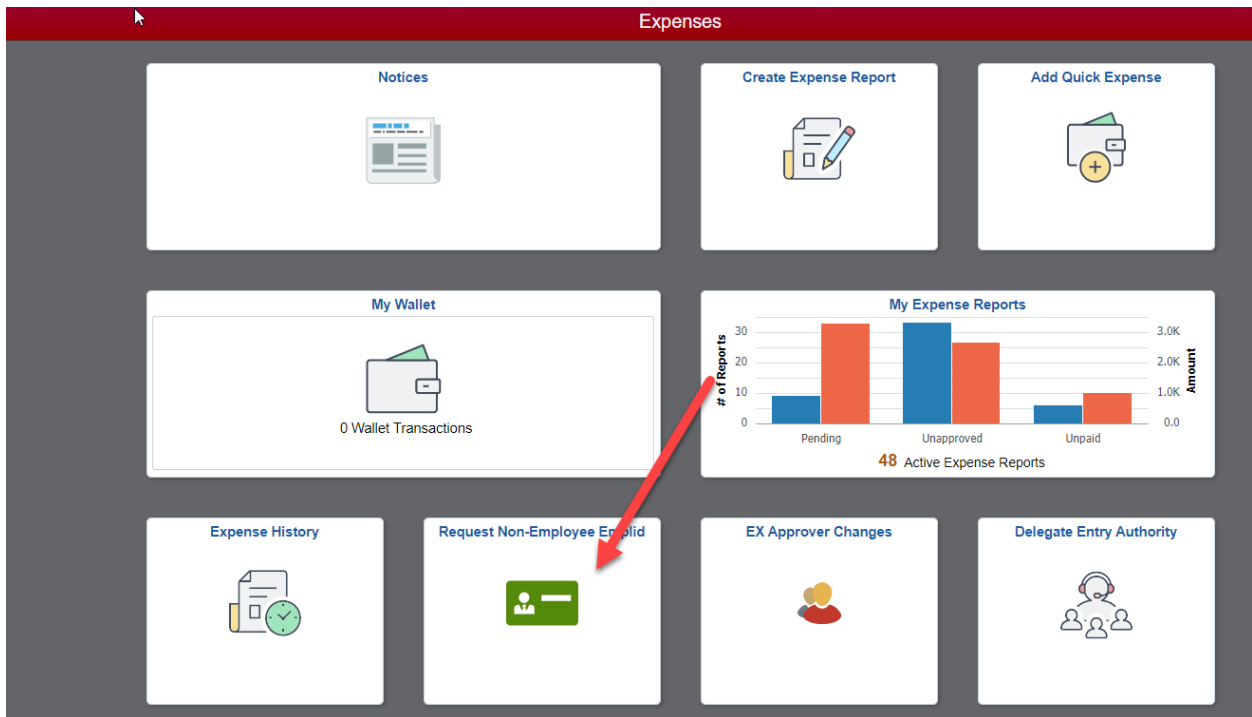
## New Non-Employee Request Form Process

Log into SFS

Choose Expenses Tile from Homepage

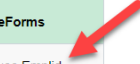






Choose Request Non-Employee Emplid tile



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  

Add a New Non-Employee Emplid

Update an Existing Emplid

\*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.