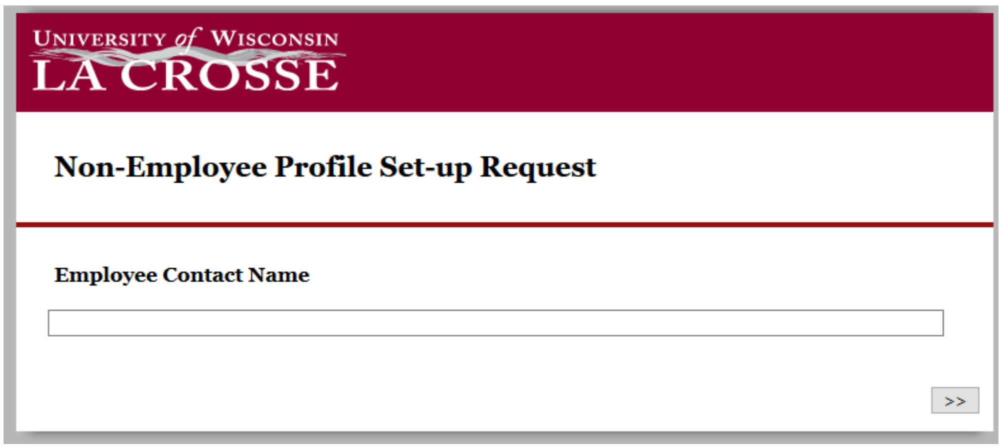
How to Set-Up and Pay a Non-Employee

Definition: a non-employee is a student, guest, interview candidate, etc.; an individual who does not have a UWL employee ID number. This includes other University of Wisconsin employees.

1. Obtain necessary information from non-employee
   a. Full Legal Name, Mailing Address (Street Address or PO Box, City, State and Zip Code)
2. Identify the employee alternate(s) – this individual(s) will complete and submit the e-Reimbursement report on behalf of the non-employee.
3. Have the employee alternate complete a [Non-Employee Profile Set-Up Request]
   a. The employee alternate would enter their information as the Employee Contact Name.

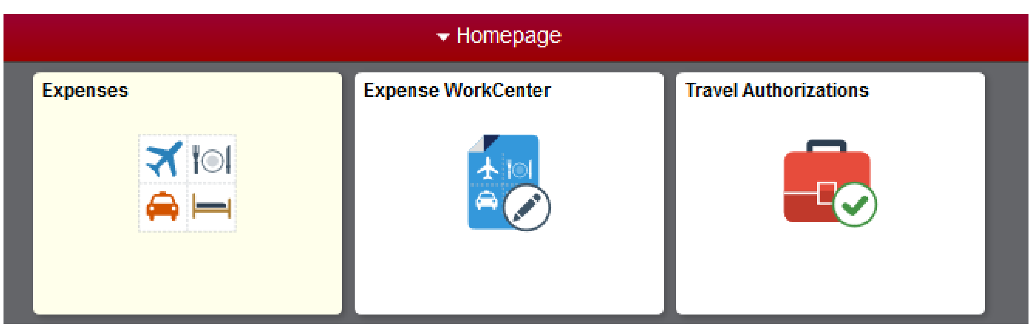


   b. The employee alternate will also the need to enter the following information to complete the form
      - Department (UDDS): 6 digits
      - Fund: 3 digits
      - Program (ibac): 1 digit
      - Date of First Travel Expense (e.g. date of first purchase for reimbursement)
      - Employee Alternate Information
        - First Name
        - Last Name
        - UW Employee ID
        - Email Address
        - Phone Number
   c. When the profile ID has been created, an email will be sent to the assigned employee alternate(s). The alternates would be the only individual(s) able to enter e-Reimbursements on the non-employees behalf.
   d. The profile ID will remain with the individual for future reimbursement claims, below is a screenshot of what you will see when you create a non-employee profile request.

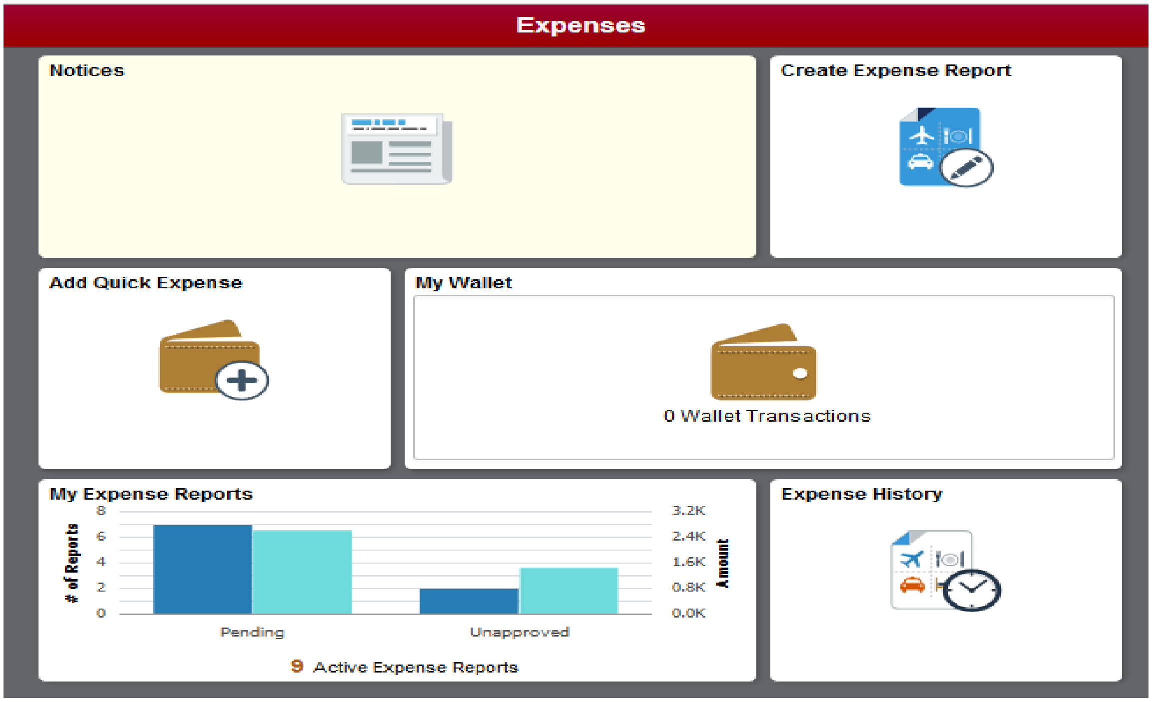
4. The assigned employee alternate will login to the e-Reimbursement module and enter the travel expenses on the traveler's behalf, the following are the steps for that process.

   a. Go to the Business Services web page: https://www.uwlax.edu/business-services/. Once there you will see the following menu items (boxes):

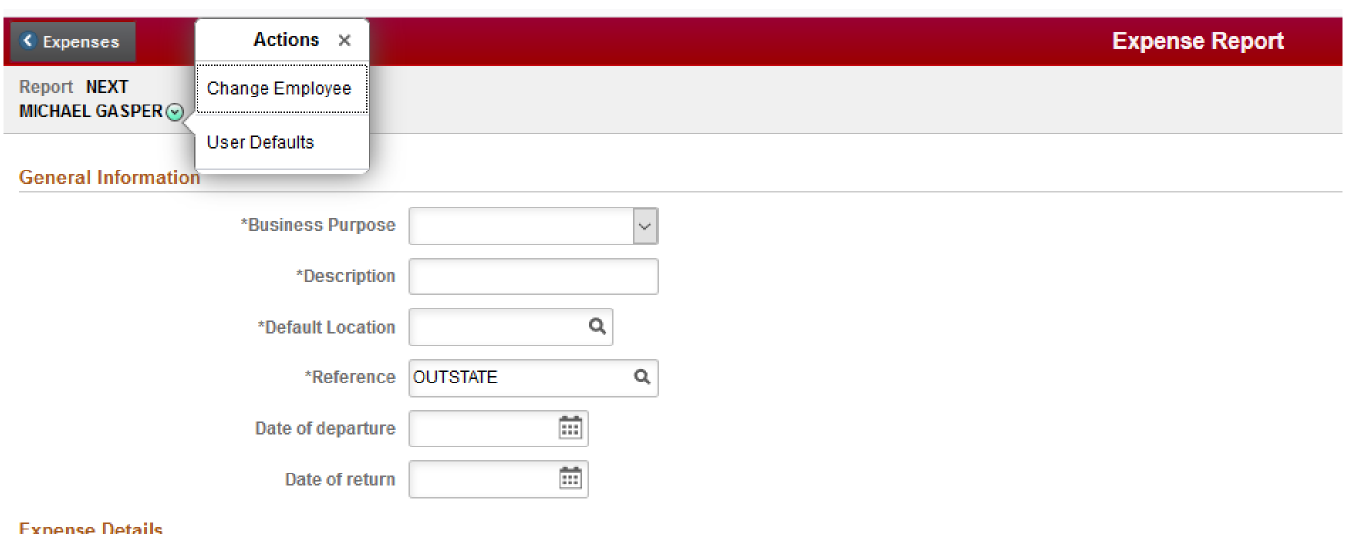
   b. Click on the "e-Reimbursement login" option.
   c. Select your organization: "UW-La Crosse" for the drop down.
   d. You will then be asked to login with your Net ID credentials.
   e. Once logged in, you see the Homepage and Click on "Expenses".



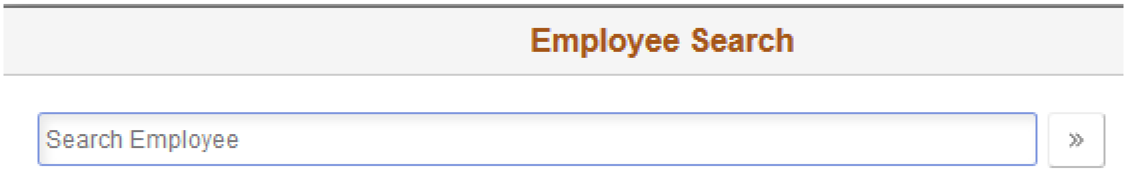
f. This will bring you to the Expenses page



g. Click on “Create and Expense Report”
h. This brings you to the Expense Report entry screen:



i. Click on the green button and then select “Change Employee”



j. A list of individuals for whom you have been set-up to enter e-Reimbursements on behalf of will show up in the list.
k. Highlight and click on name of individual you are creating the report for.

Resources

How to Create an e-Reimbursement for Hosted Meals with Interview Candidates

How to Arrange and Pay for Interview Candidate Travel

How to Create an Expense Report in the Expense Module