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 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.
Non-Employee Profile Set-up Request

Non-Employee Information
All non-employee address information is required. Use only a full, legal name. Nicknames or aliases are not allowed. All payments to non-employees will be made by check.

Name
Address

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/](https://www.uwlax.edu/business-services/). Once there you will see the following menu items (boxes):

   ![Menu Items]

   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”.

   ![Homepage]
f. This will bring you to the Expenses page

![Expenses page](image)

![Expense Report entry screen](image)

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”

<table>
<thead>
<tr>
<th>Employee Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search Employee</td>
</tr>
</tbody>
</table>

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