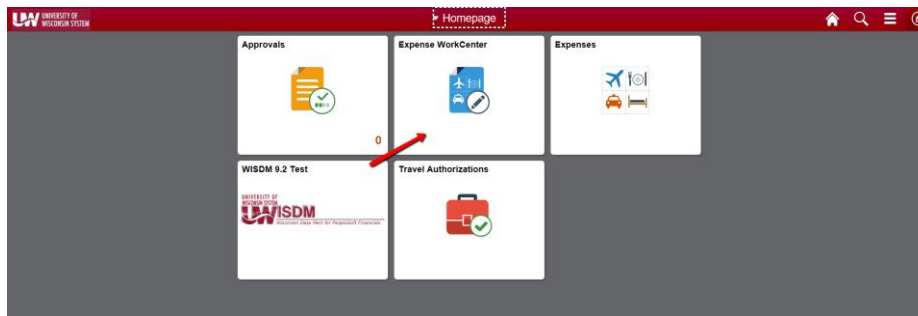


How to Find an Employee or Non-Employee ID in the Expense Module

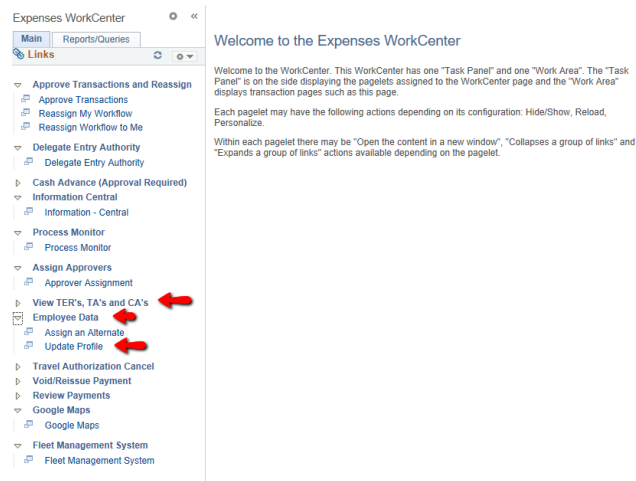
An Employee ID is a unique 8-digit number assigned to UW employees when their initial appointment begins. These numbers are used to complete various tasks in e-Reimbursement, such as assigning an alternate or reassigning workflow. Non-employees are assigned alpha-numeric IDs for similar purposes. All non-employee ID numbers begin with the letters "NE." Use the instructions below to look up an ID for an employee or non-employee.

Here are the steps for doing that:

- Click the **Expense WorkCenter**



- Scroll down and expand **Employee Data**
- Click the **Update Profile** menu.



Search for an individual in one of the following ways:

- **Search by Drop-Down Menu**

- **Last Name:** Select **Last Name** from the *Search by* drop-down menu. Enter the individual's last name in the *Begins with* field..
- **Name:** Select **Name** from the *Search by* drop down menu. Enter the individual's last name followed by a comma (no space) and the individual's first name.
- **Employee ID:** Select **Employee ID** from the *Search by* drop down menu.
- **Advanced Search:** Click the **Advanced Search** link.
- **Non-Employee:** Enter **NE** in the *Employee ID* field and enter the individual's last name in the *Last Name* field.
- If there is only one result found in the search, the profile will open. The Employee or Non-Employee ID will display in the upper right hand corner of the *Employee Data* tab. If more than one profile is available for the same search criteria, a list will display. Click on the individual's name to access the profile.

Note: *If unable to locate an ID for a non-employee, please consult your Administrator*