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