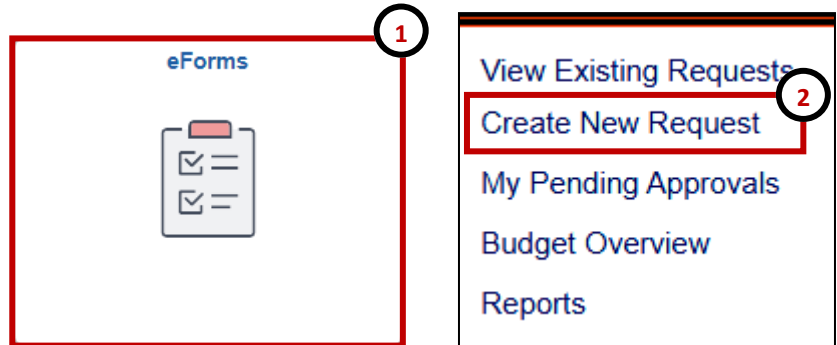# Affiliate Request

For a person who will not be paid or receive benefits through UTEP but needs access to facilities or systems for other purposes. Such person is sponsored by a UTEP employee and is compensated by other means or a third party.

1. After logging into PeopleSoft, click the **eForms tile** on the Employee Self-Service home page.

2. From the "eForms Portal Pagelet" select the **Create New Request** link.

eForms

①

View Existing Requests
Create New Request **②**
My Pending Approvals
Budget Overview
Reports

3. The **Initiate New eForms Request** page is displayed. From the "Actions" drop down menu, select the **Affiliate Request** option.

4. The **Affiliate Request** eForm is displayed. Use the **Justification** text box to explain or "justify" the reason for the eForm action requested.

Affiliate Request
Action

Actions   Affiliate Request ▼   **③**

Justification   **④**
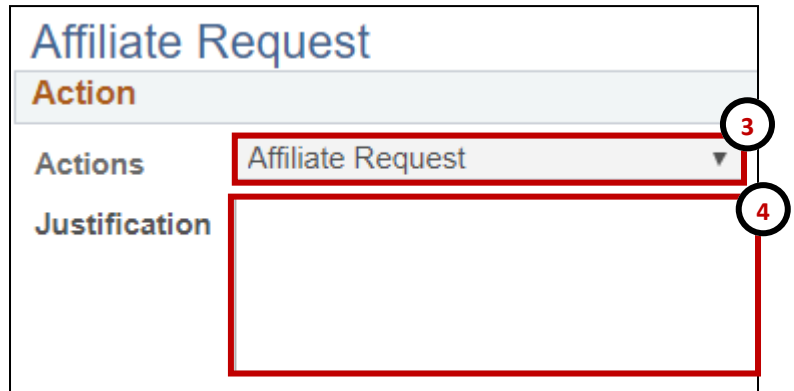
5. If the individual has already been assigned a 600# number, use the Search Match feature by selecting the **Search** button and continue to step 6. If the individual has never been assigned a 600# skip to step 9 to enter their Personal Information.

6. On the Search Match page, you can search by **First and Last Name** or **Employee ID**.

7. Select the **Search** button and review the results.

   Note: You can also validate information by reviewing the "Phone " and "Address " tabs.
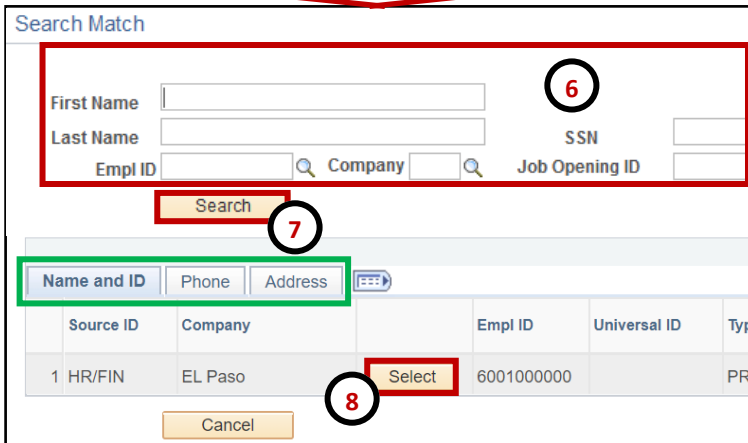
8. Once you validate, click on the **Select** button and the fields under Proposed Personal Information will auto-fill.

Empl ID   Search   **⑤**

Search Match

First Name					**⑥**
Last Name			SSN		
Empl ID		Company		Job Opening ID	

Search   **⑦**

Name and ID	Phone	Address	
Source ID	Company		Empl ID	Universal ID	Typ
1 HR/FIN	EL Paso	Select	6001000000		PR

⑧

Cancel

Affiliate Request

Proposed Personal Information

*First Name

 Mid Name

*Last Name

*Address 1   Clean Address

 Address 2

*City

*State

*Zip

*County

*Country   USA 🔍 United States

*Email

*Phone

 Hi Educ Lv

9. If the individual does not have a 600#, enter the data for each respective field under **Proposed Personal Information.** Any field that contains an asterisk is required.

   Note: You can use the **Clean Address** hyperlink to validate the address information you entered is correct.

Job Information

*Start Date

*Expected End

*Position

10. Enter the **Start Date**

11. Enter the **Expected End Date**

12. Enter the **Position** number, use the magnifying glass for additional search options.

Form Procedures

Previously at UTEP?

800 #

Under **Forms Procedures**:

13. Select the check box, if applicable.

14. If available, enter the **800#**.

Affiliate Request

15. Once all the required fields have been completed, click the **Save** button at the bottom of the form.

   Notice: At the top of the form, the **Request ID** number has been assigned and the status of the form is now "**Saved**."

16. Expand the **Attachments** or **Comments** section to attach required documentation and include any special comments.

17. After adding any attachments and comments (if needed), click the **Submit** button.

18. Once the document is submitted, the status of the form will update and show "**Pending Approvals**." The current approval routing is displayed at the bottom of the page.