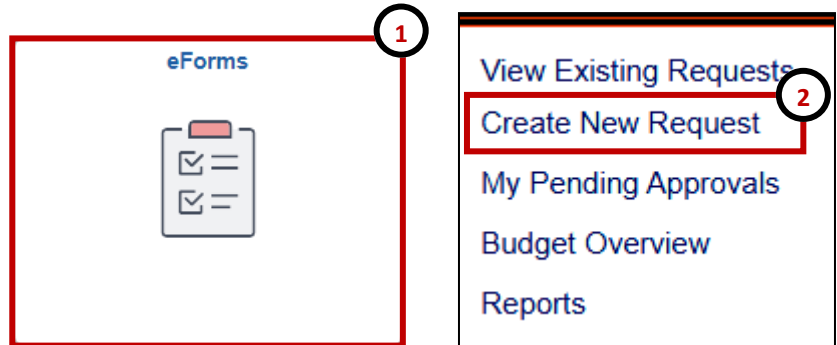


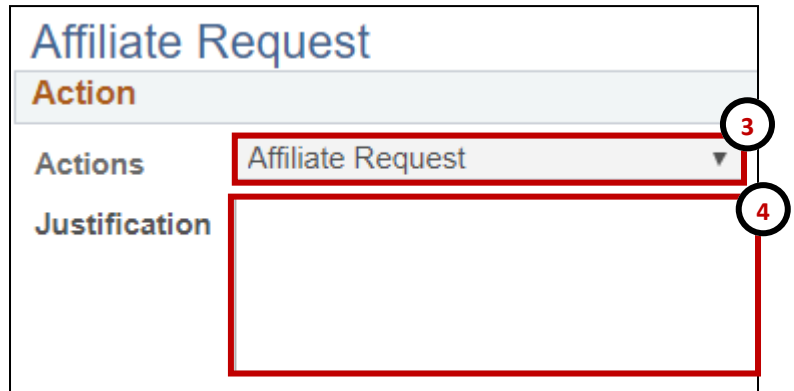
# Affiliate Request

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.



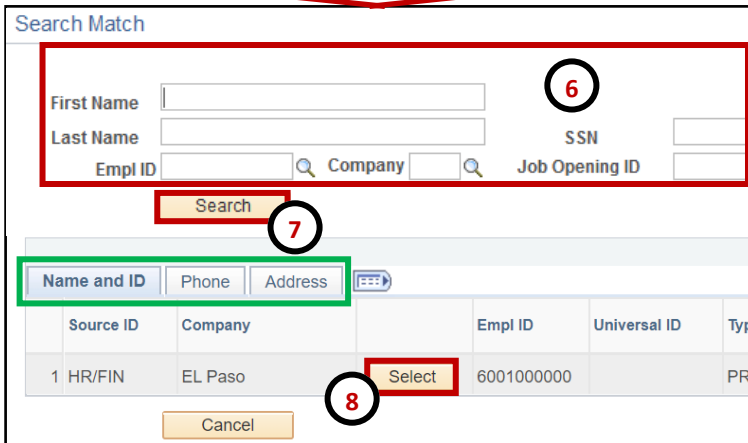
3. The **Initiate New eForms Request** page is displayed. From the “Actions” drop down menu, select the **Affiliate Request** option.
4. The **Affiliate Request** eForm is displayed. Use the **Justification** text box to explain or “justify” the reason for the eForm action requested.



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.



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

# Affiliate Request

**Proposed Personal Information**

9

\*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**

10

\*Start Date

11

\*Expected End

12

\*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**

14

Previously at UTEP?

800 #

15

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.

The screenshot shows the bottom portion of the Affiliate Request form. It includes three main sections: Attachments, Comments, and Form Procedures. The Attachments section has a table with columns for Type, Note, Attached File, Attach Date/Time, and By, and an 'Add/Delete' button. The Comments section has a text area and an 'Add/Edit' button. The Form Procedures section includes a 'Contact Information' sub-section with a row of buttons: Save, Submit, Approve, Deny, CallBack, Sendback, Cancel, Copy..., and Check Funds. Red boxes and circles highlight the 'Add/Delete' button (16), the 'Add/Edit' button, the 'Save' button (15), and the 'Submit' button (17).

Type	Note	Attached File	Attach Date/Time	By
1				

Buttons: Add/Delete, Add/Edit, Save, Submit, Approve, Deny, CallBack, Sendback, Cancel, Copy..., Check Funds

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.

The screenshot shows the approval routing section of the form. It is titled 'Department Approvals' and 'Business Office Approvals'. The Department Approvals section shows a 'Pending' status for 'Adrian Rodriguez' with the note 'New Position Reports To'. The Business Office Approvals section shows a 'Not Routed' status for 'Multiple Approvers Onboarding' and 'Multiple Approvers EDM'. A red box and circle highlight the top right corner of the screenshot (18).

**Department Approvals**  
REQUEST\_ID=00107826:Pending View/Hide Comments  
Dept Approvals  
Pending  
Adrian Rodriguez  
New Position Reports To  
Comments

**Business Office Approvals**  
REQUEST\_ID=00107826:Awaiting Further Approvals  
POI  
Not Routed → Not Routed  
Multiple Approvers Onboarding → Multiple Approvers EDM