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.
   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.
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.

10. Enter the **Start Date**

11. Enter the **Expected End Date**

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

Under **Forms Procedures**:

13. Select the check box, if applicable.

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