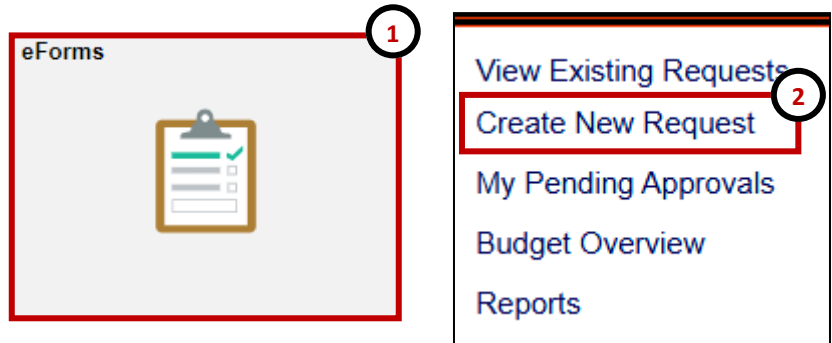


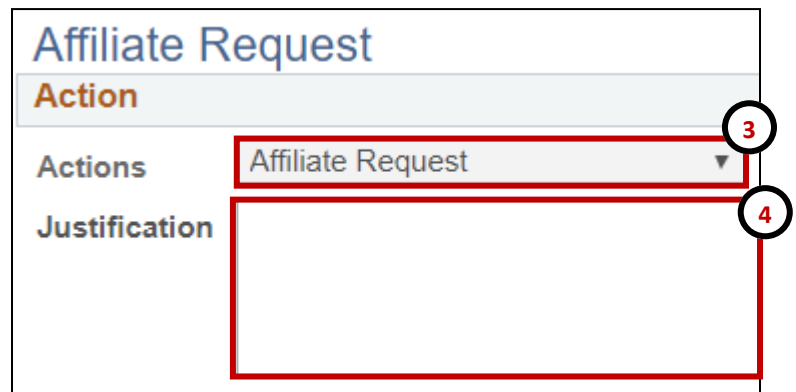
Affiliate Request

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.

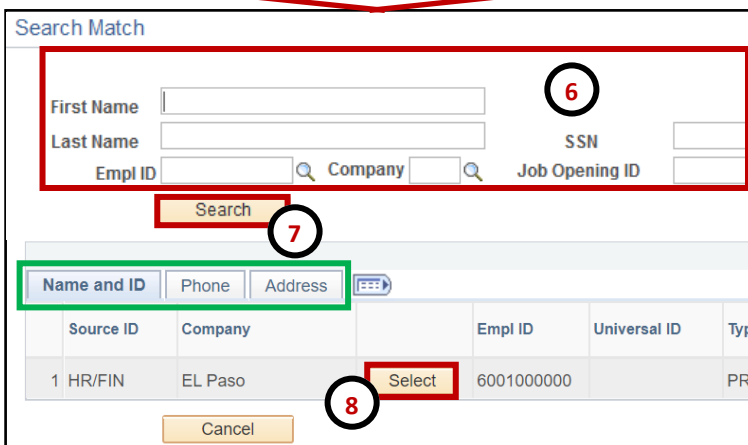
1. After logging into PeopleSoft, click the **eForms** tile on the Employee Self-Service home page.
2. From the “eForms Portal Pagelet” select the **Create New Request** link.



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.

Affiliate Request

Proposed Personal Information 9

*First Name

Mid Name

*Last Name

*Address 1 [Clean Address](#)

Address 2

*City

*State

*Zip

*County

*Country United States

*Email

*Phone

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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 10

*Expected End 11

*Position 12

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? 15

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.

The screenshot displays the bottom portion of the Affiliate Request form. It includes three main sections: Attachments, Comments, and Form Procedures. The Attachments section contains a table with columns for Type, Note, Attached File, Attach Date/Time, and By, and an Add/Delete button. The Comments section features a text input area and an Add/Edit button. The Form Procedures section includes a Contact Information area with a Save button and a Submit button. The Save and Submit buttons are highlighted with red boxes and circled with the number 15. The Add/Delete button is circled with the number 16. The Submit button is circled with the number 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 for the request. It is divided into two sections: Department Approvals and Business Office Approvals. The Department Approvals section shows a pending approval from Adrian Rodriguez for New Position Reports To. The Business Office Approvals section shows a pending approval from Multiple Approvers Onboarding, which is routed to Multiple Approvers EDM. The status of the request is REQUEST_ID=00107826:Pending. The status of the Business Office Approvals is REQUEST_ID=00107826:Awaiting Further Approvals. The Business Office Approvals section is circled with the number 18.

Department Approvals
REQUEST_ID=00107826:Pending
Dept Approvals
Pending
Adrian Rodriguez
New Position Reports To
Comments

Business Office Approvals
REQUEST_ID=00107826:Awaiting Further Approvals
POI
Not Routed
Multiple Approvers Onboarding → Multiple Approvers EDM