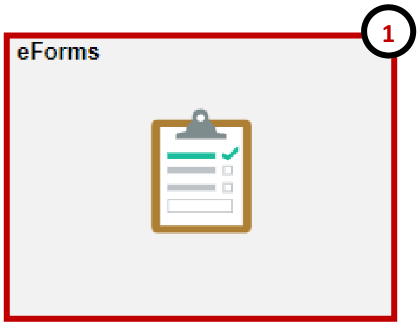
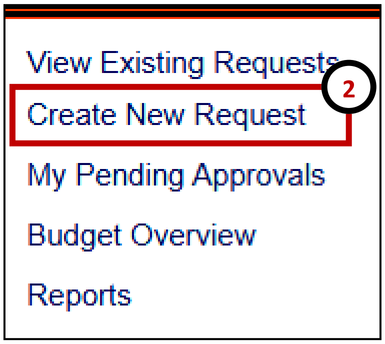
Affiliate Request

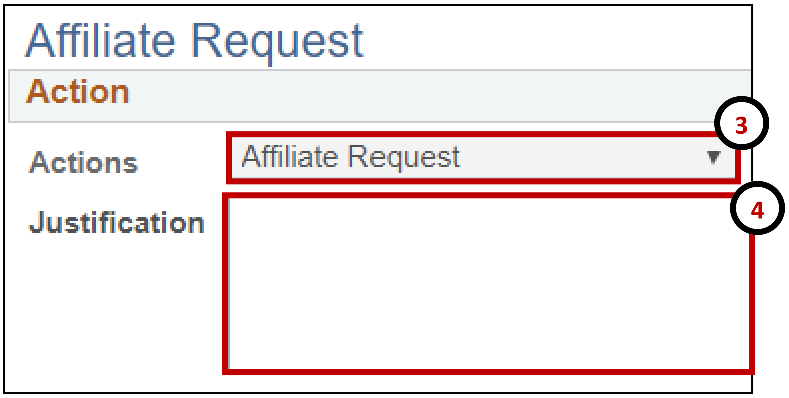
For a person who will not be paid or receive benefits through UTEP but needs access to facilities or systems for other purposes. Such person is sponsored by a UTEP employee and is compensated by other means or a third party.

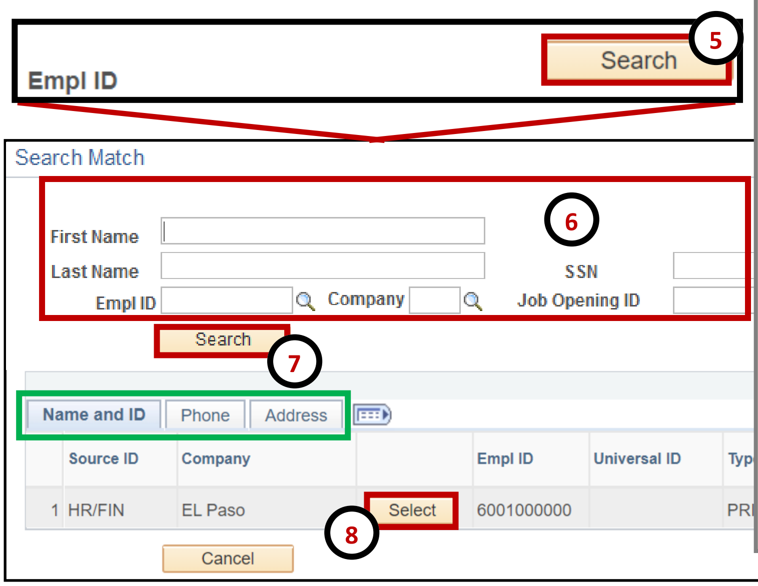
1. After logging into PeopleSoft, click the **eForms tile** on the Employee Self-Service home page.
2. From the "eForms Portal Pagelet" select the **Create New Request** link.





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.



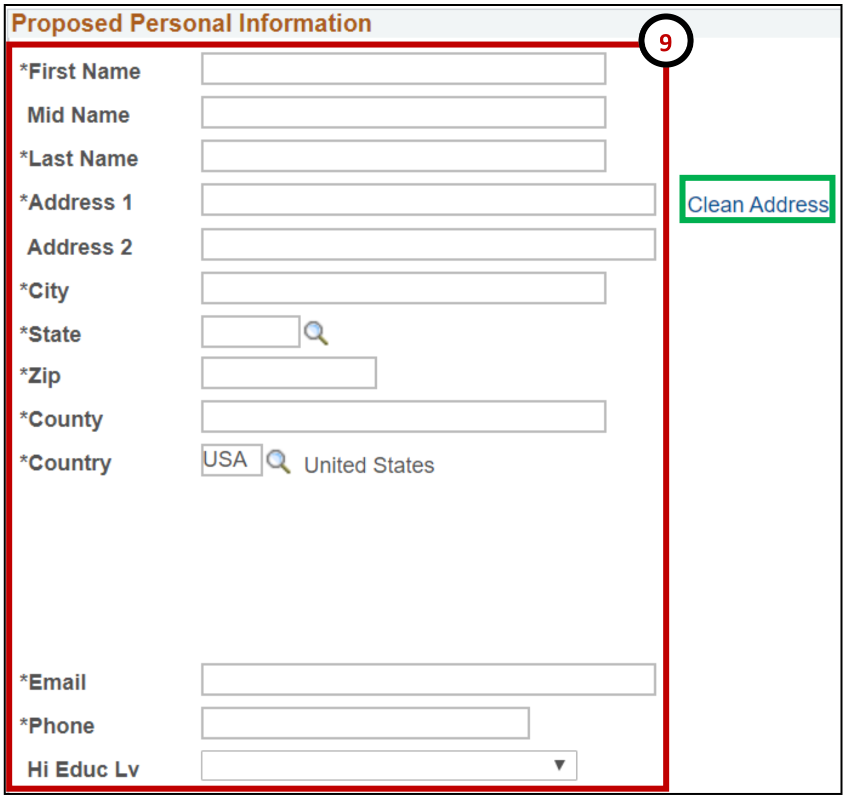


5. If the individual has already been assigned a 600# number, use the Search Match feature by selecting the **Search** button and continue to step 6. If the individual has never been assigned a 600# skip to step 9 to enter their Personal Information.
6. On the Search Match page, you can search by **First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

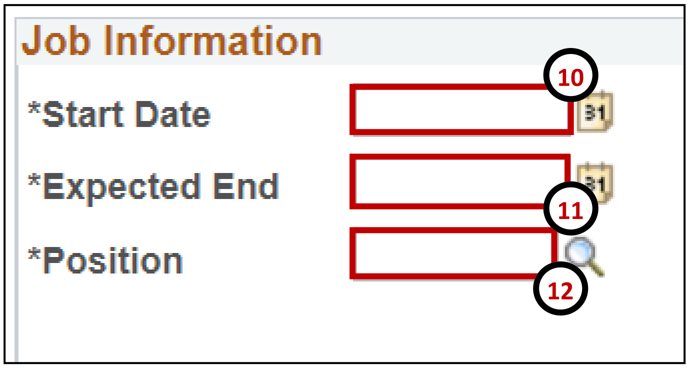
8. Once you validate, click on the **Select** button and the fields under Proposed Personal Information will auto-fill.

Affiliate Request



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#.**

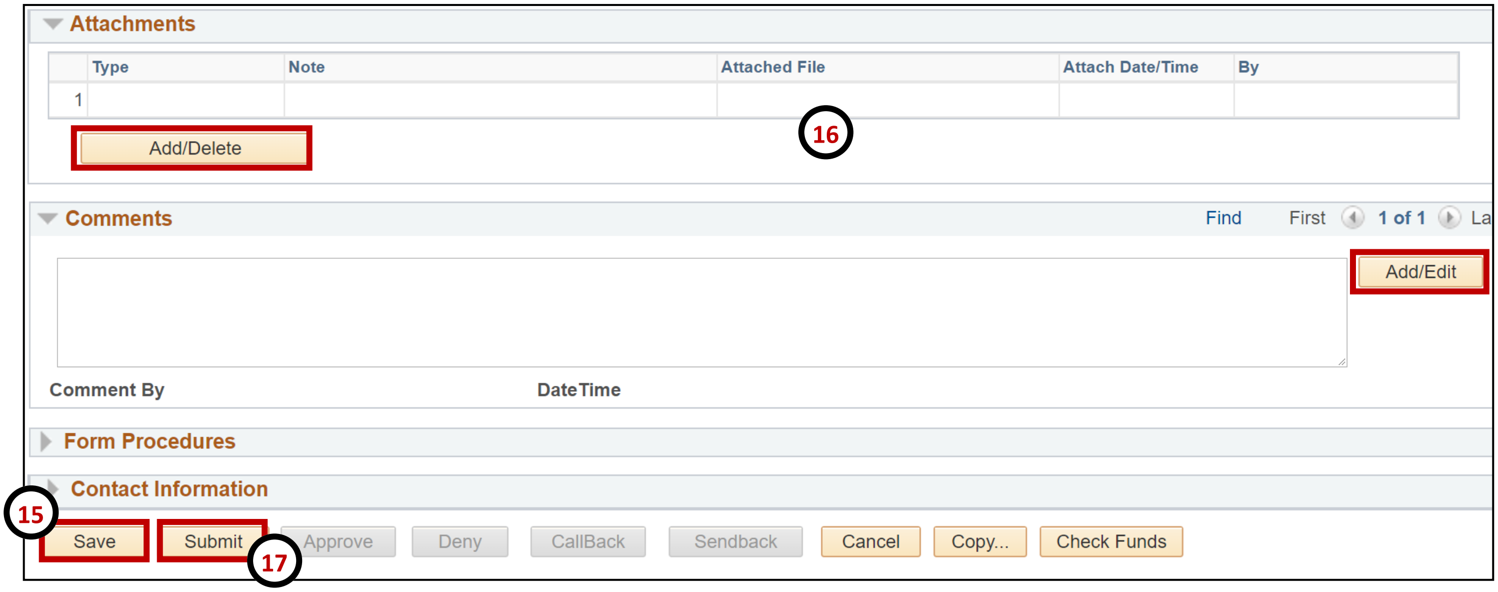
Affiliate Request

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.