

## How to Find an Employee or Non-Employee ID in e-Reimbursement

An Employee ID is a unique 8-digit number assigned to UW employees when their initial appointment begins. These numbers are used to complete various tasks in e-Reimbursement, such as assigning an alternate or reassigning workflow. Non-employees are assigned alpha-numeric IDs for similar purposes. All non-employee ID numbers begin with the letters "NE." Use the instructions below to look up an ID for an employee or non-employee.

- 1) Sign into e-Reimbursement. Click on the **Travel and Expenses** link from the main menu on the left.
- 2) Click on the **Manage Employee Information** link.
- 3) Click on the **Update Profile** link.
- 4) Search for an individual in one of the following ways:
  - **Search by Drop-Down Menu**
    - **Last Name:** Select **Last Name** from the *Search by* drop-down menu. Enter the individual's last name in the *Begins with* field. Click the **Search** Button.
    - **Name:** Select **Name** from the *Search by* drop down menu. Enter the individual's last name followed by a comma (no space) and the individual's first name. Click the **Search** button.
  - **Advanced Search:** Click the **Advanced Search** link.
    - **Non-Employee:** Enter **NE** in the *Employee ID* field and enter the individual's last name in the *Last Name* field. Click the **Search** button.
- 5) If there is only one result found in the search, the profile will open. The Employee or Non-Employee ID will display in the upper right hand corner of the *Employee Data* tab. If more than one profile is available for the same search criteria, a list will display. Click on the individual's name to access the profile.

**Note:** If unable to locate an ID for a non-employee, please see [How to Obtain an e-Reimbursement Profile for a Non-Employee](#).