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.