Setting up an Alternate for E-Reimbursement (employees)

Log into "MyUW Home"

Click on the "Employee Financial Resources Tile"

Click on "Expense Reimbursement Website and Log in"

Scroll down to select "Sign in to E-Reimbursement"

Choose "UW Madison" and click Go

Click the "Expense WorkCenter" tile

Click the "Delegate Entry Authority" link in the links panel along the left side

Click the + sign to add an additional row

Enter the Alternate's employee ID number in the Authorized User ID field. If you do not know the employee ID, click the magnifying glass next to the blank field, then click on Advanced Lookup. Enter the Alternate's last name in the Description field. Locate the alternate and click on their name.

***If there are names listed that should no longer be alternates (or that you do not recognize) click the minus sign to delete them.**

The Authorization Level should be "Edit". If an employee chooses "Edit & Submit", it will revert to "Edit".

Click Save

***After the expense report is prepared, you will be notified via email that the report is ready for your review and submission. Click the link provided in the email, sign in and follow the instructions to submit the report. You will receive payment within 4-6 business days after final approval in the same method as your paycheck.**

***You will need to provide the necessary documentation to the Alternate prior to the expense report being created. This information may be found by going to www.sohe.wisc.edu At the very bottom under Faculty & Staff Resources click on Business Office. Then under SOHE BUSINESS OFFICE toward the top of the page, click on e-Reimbursement. At the bottom of the page you will find checklists defining what documentation is required depending on the expense report type.**