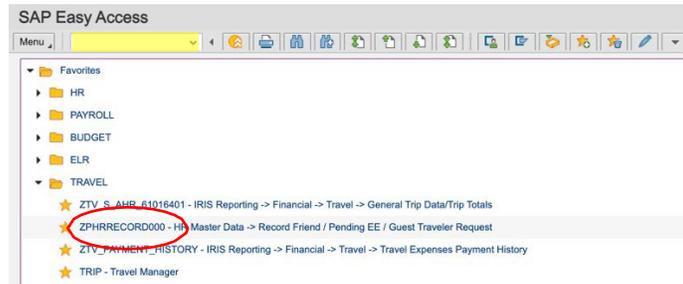


Guest Traveler Instructions

Log in to IRIS and use transaction ZPHRRECORRD000 to record a guest traveler.



Enter the guest traveler's social security number (travel reimbursements are taxable income) and enter the effective date (first day of travel). Then, click on "Request" at the top center of the screen.

The screenshot shows the 'Record a Friend/Pending Employee/Guest Traveler' form. At the top, the 'Request' button is highlighted with a red circle. Below the button, there are input fields for 'Personnel no.', 'SSN', and 'Non-Resident Alien' (with a checkbox for '(without SSN)'). The 'Actions' tab is selected, and the 'Type of Relationship' section is visible. Under 'Type of Relationship', there are three radio button options: 'Friend', 'Pending Employee', and 'Guest Traveler'. The 'Guest Traveler' option is selected. Below each option are fields for 'Effective Date' and 'Primary Position'. The 'Effective Date' field for 'Guest Traveler' is highlighted with a yellow box.

A new page will open. Fill out everything you can for the guest traveler, then scroll to the bottom of the page.

The screenshot shows the 'Record - Guest Traveler' form. At the top, there is a 'Menu' dropdown and a 'Submit for Approval' button. Below this, there are tabs for 'Request' and 'Workflow Notes'. The 'Travel Start Date' is set to 04/01/2021. The 'Personal Data' section includes fields for Title, Last Name, Middle Name, Suffix, Date of Birth, Residence Status, First Name, Designation, Known As, Marital Status, Gender (Female/Male), and Nationality (US American US). The 'Addresses' section includes a 'Permanent Residence' section with fields for c/o, Address line 1, Address line 2, City, State, Country Key (US USA), Zip code, Telephone number, Cell phone number, E-mail address, and Phone release. There are also checkboxes for 'Primary Office Address' and 'Emergency Contact Address'.

At the bottom of the page, you can change or add delegates for the quest traveler. Make sure you have selected either "Guest Traveler" or "Non-Employee Student" at the very bottom. Once you have the delegate(s) you need, click on "Submit for Approval" at the top center of the screen.

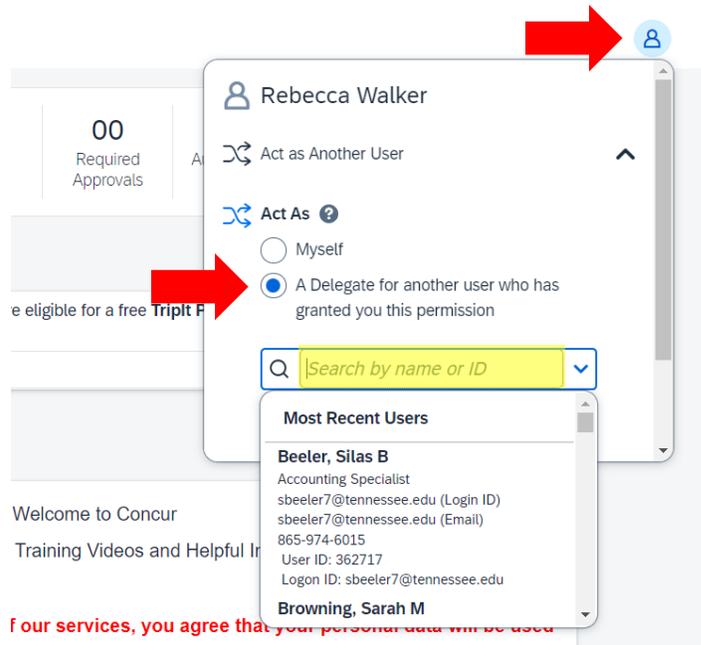
The screenshot shows the 'Record - Guest Traveler' form. At the top, there is a 'Menu' dropdown and a 'Submit for Approval' button. Below this, there are tabs for 'Request' and 'Workflow Notes'. The 'Travel Privileges' section includes a 'Concur Profile Fund' field with the value 8010149. The 'Delegates for Guest Traveler' section shows a table with columns for ID, Name, and End Date. The table contains one row: 113306, Rebecca Walker, 03/30/2021. Below the table, there are icons for adding and deleting delegates. At the bottom, there is a section for 'Employee Grouping for Travel Expense Type' with radio buttons for 'Guest Traveler' (selected) and 'Non-Employee Student'.

You will receive an email from IRIS once the guest traveler is fully approved. This will contain a personnel number also.

The screenshot shows an email notification from the 'Workflow System <WF-BATCH@tenness...>'. The email is dated Friday, January 31, 2020 at 8:55 AM. The recipient is 'Walker, Rebecca M (Becky)'. The email content states: 'This message is flagged for follow up. Start on Monday, February 3, 2020. Due by Monday, February 3, 2020. FYI: Guest Traveler e-Form for the employee described below has been fully approved and processed. Name: Balos, Anastasios Evdioxios Personnel Number: 00394719 Cost Center: EI70145021'.

24 hours after you receive the email, the guest traveler should be loaded into Concur.

When you log in, select the profile icon at top right, select the radio button for “A Delegate...”, then enter the guest traveler’s name in the search field. Select the guest traveler from the drop-down box.



Now you can enter travel requests and prepare and submit expense reports for the guest traveler.

