External Committee Member

Quick Reference Guide

Note:

This process is used to reimburse travel expenses for non-employee individuals.

Step 1:

To begin, search for the task "*Create External Committee Member*" in the Workday search bar.
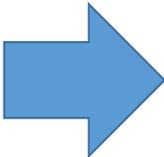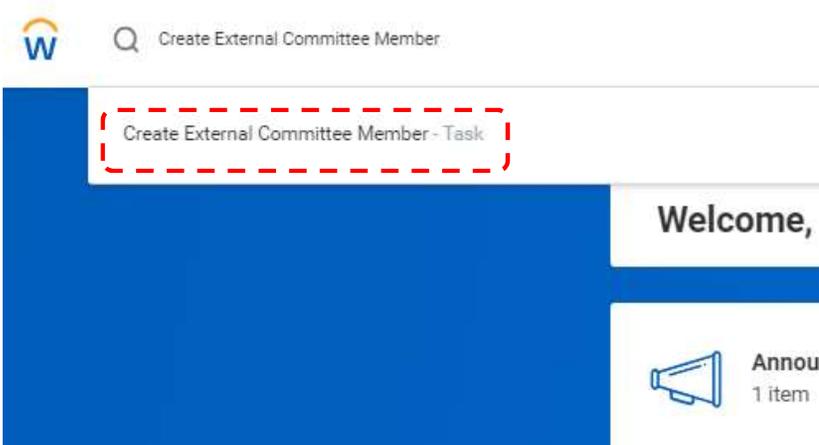
Step 2:

Complete the following fields and click OK.
- **Effective Date:** *Today's Date*
- **Committee:** *Non-Worker Committee*
  Hint: Type "Non" and press ENTER
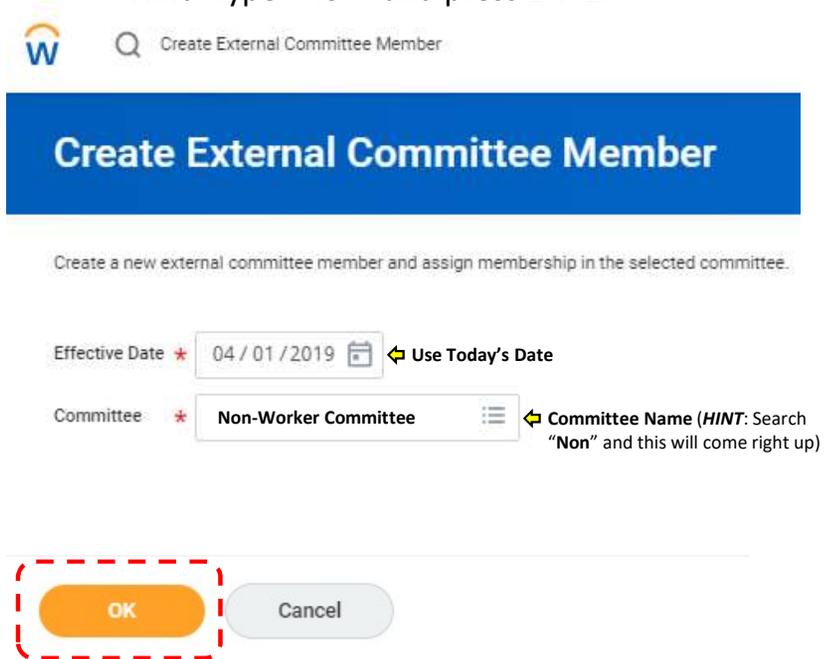
← **Create External Committee Member**
Non-Worker Committee (Actions)

Effective Date	04/01/2019
Committee	Non-Worker Committee
Reason	*	× Committee Member Service > External Committee Member > Expense Reimbursement

← Select the Reason (only one option available)

Proposed Membership Information

| Membership Type | * | Non-Worker |
← Select Type (only one option available)

| Membership Type Start Date | 04/01/2019 |

| Term End Date | MM / DD /YYYY |
← Select Term End Date (*Note:* After this date, committee member is INACTIVATED.)

Legal Name Information   Contact Information   Personal Information

| Country | * | × United States of America |

Prefix	
First Name	*	Bruce
Middle Name	
Last Name	*	Smith
Suffix	

IMPORTANT:
Enter full Legal Name

Step 3:

Complete the "*Header*" information and "*Legal Name Information*" sections.

Step 4:

Complete the "*Contact Information*" section and click *Submit*.

Legal Name Information   Contact Information   Personal Information

Phone
Add

Address
Add

Email
Add

IMPORTANT:
ADDRESS MUST BE PROVIDED
Phone or Email MUST BE PROVIDED

Submit   Save for Later   Cancel

Create Spend Authorization:

To begin, search for the task "*Create Spend Authorization for Non-Worker*" in the Workday search bar.

Q Create Spend Authorization for Non-Worker|

Create Spend Authorization for Non-Worker Task

Welcome,

Annou
1 item
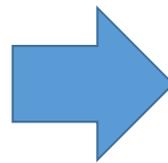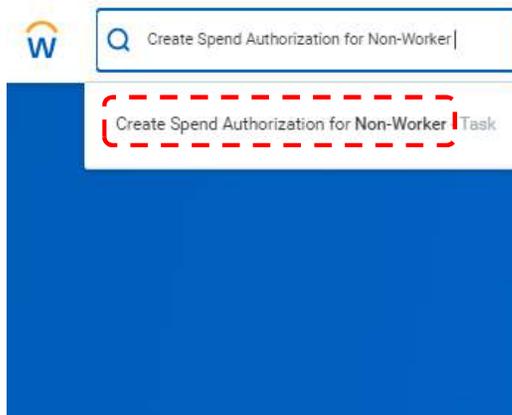
∨ **Spend Authorization Information**

Payee Type	*	× External Committee Member	
For	*	Bruce Smith (ECM)	⇐ Legal name of the External Committee Member (ECM)
Committee	*		⇐ Will **AUTO-POPULATE** with ECM
Company	*	× Florida Atlantic University	

Create Expense Report:

To begin, search for the task "*Create Expense Report for Non-Worker*" in the Workday search bar.

Q Create Expense Report for Non-Worker|

Create Expense Report for Non-Worker Task

Welcome,

Annou
1 item
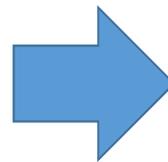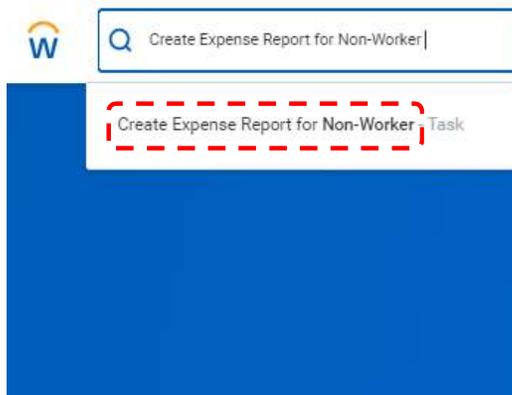
Create Expense Report for Non-Worker

Payee Type	*	× External Committee Member	
Pay To	*	Bruce Smith (ECM)	⇐ Legal name of the External Committee Member (ECM)

Creation Options	⦿ Create New Expense Report
	○ Copy Previous Expense Report
	○ Create New Expense Report from Spend Authorization