

How to download the user form template?

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Author: {'link':

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For the Local coordinators, please use the below templates if:

A. Workday Integration Enabled in Concur

I. Download this template if you are adding or updating the vendor ID of the employee in Concur:

1. Click to open the form template.

Vendor ID UPDATE Template

2. Fill out the required details on the template

3. Attach this template on the Concur Profile admin tile ticket

II. Download this template if you are updating the Employee Id in Concur:

1. Click to open the form template.

Employee ID UPDATE Template

2. Fill out the required details on the template

3. Attach this template on the Concur Profile admin tile ticket

III. Download this template if you are updating the Log Id in Concur:

1. Click to open the form template.

Login ID UPDATE Template

2. Fill out the required details on the template

3. Attach this template on the Concur Profile admin tile ticket

IV. Download this template if you are adding or updating the authorized approver (approver with approval limit) in Concur:

1. Click to open the form template.

Authorized Approver UPDATE Template

2. Fill out the required details on the template

3. Attach this template on the Concur Profile admin tile ticket

V. Download this template if you are removing/deleting the authorized approver (approver with approval limit) in Concur

1. Click to open the form template.

Remove Authorized Approver Template

2. Fill out the required details on the template
3. Attach this template on the Concur Profile admin tile ticket

B. Workday Integration is Not enabled in Concur

I. Download this template if you are adding new employee, updating employee profile and deactivating an employee in Concur

1. Click to open the form template.

Manual Employee Upload form Template

2. Fill out the required details on the template
3. Attach this template on the Concur Profile admin tile ticket

II. Download this template if you are adding or updating the vendor ID of the employee in Concur:

1. Click to open the form template.

Vendor ID UPDATE Template

2. Fill out the required details on the template
3. Attach this template on the Concur Profile admin tile ticket

III. Download this template if you are updating the Employee Id in Concur:

1. Click to open the form template.

Employee ID UPDATE Template

2. Fill out the required details on the template
3. Attach this template on the Concur Profile admin tile ticket

IV. Download this template if you are updating the Log Id in Concur:

1. Click to open the form template.

Login ID UPDATE Template

2. Fill out the required details on the template
3. Attach this template on the Concur Profile admin tile ticket

V. Download this template if you are adding or updating the authorized approver (approver with approval limit) in Concur:

1. Click to open the form template.

Authorized Approver UPDATE Template

2. Fill out the required details on the template
3. Attach this template on the Concur Profile admin tile ticket

VI. Download this template if you are removing/deleting the authorized approver (approver with approval limit) in Concur

1. Click to open the form template.

Remove Authorized Approver Template

2. Fill out the required details on the template
3. Attach this template on the Concur Profile admin tile ticket