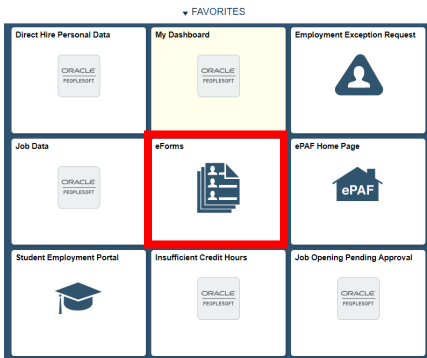


How to View a Hire Form

1. Get to the Human Resources/Payroll page by going to <https://hrms.byu.edu/>
2. Select “View an eForm.”
3. Search for the Student Employee with their Employee ID or the eForm ID.
 - a. Searching with the Employee ID will give you a list of all eForms created for that student, which you may search through to find the desired form.
 - b. Searching with the eForm ID will take you directly into the hire form you want to view.
4. If searching with the Employee ID, select the form that says “Pending” under Form Status. This will take you inside the hire form.
5. Once inside the hire form, click “Next” until you see “View Approval Route.”
6. When you select “View Approval Route,” you will see all departments that the hire form must go through. The form will say “Pending” in the department where it is currently waiting for approval.
7. By selecting the tile that says “Pending,” you will see a list of names and contact information for those who are able to edit the form. You may contact anyone on the list to get your hire pushed on to the next approver.



On the Human Resources Payroll page, select or search for the eForms menu.

Inside the eForms homepage, select “View an eForm.” Search for the eForm using the employee ID or the Form ID. The employee ID will give a list of all of the eForms associated with that ID. Select the form that is “pending.”

Hit “next” until you are on the third page. Select “View Approval Route” to see where the hire form needs to be routed in order to process in the system. The form will be “pending” in the office who has authorization to submit the hire form.