

# How to Start a Hire Form

## Start a Hire

1. Start at the homepage: [hrms.byu.edu](https://hrms.byu.edu)
2. Select "eForms" and on the eForm landing page, select "Start a Hire."
3. Search for the student with his or her Employee ID or Net ID and click on the generated link.

## Position Information

1. Once inside the form, select the correct Employee Classification for the student.
2. Enter the correct Combination code.
  - a. The secretary of the department should have a record of the appropriate codes.
3. Select the appropriate job code and corresponding compensation rate.
4. Enter the date the student will begin working.
5. Select Supervisor.

## Past Employment Information

1. Currently Employed
  - a. Student employees cannot be employed with multiple church entities at the same time.
2. Previously Employed
  - a. If a student has worked at another church organization within the last year, ensure that their ACA hours are not too high.
    - i. If "yes" add the name of the church organization into the comment box. This includes BYU.

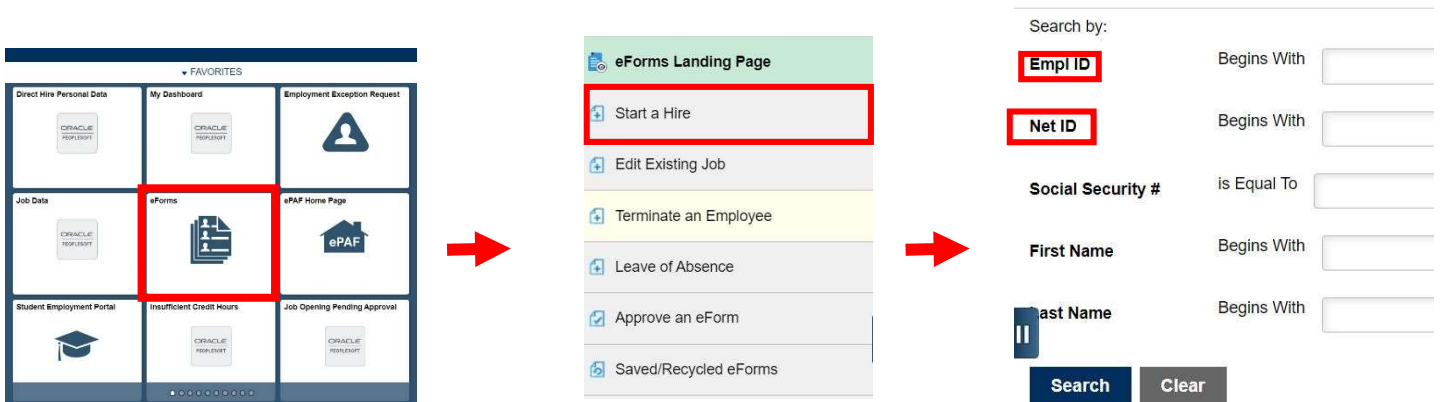
## Other Job Actions

1. If the student will be transferring from one job to another, check "yes" for the box "Leaving Another Job?"
  - a. Check "yes" for the position that will be terminated when the new one begins.

## Action Items

1. Ensure that the acknowledge section is answered correctly.
2. Submit the hire form.

## Start a Hire



On your favorites page, select “eForms.” Once on the eForms Landing Page, select “Start a Hire.” Search for the student with either their Employee ID or their Net ID. This will generate a link that will take you into the hire form.

## Position Information

\*Employee Classification: SE Student Hourly

\*Effective Date: 10/29/2020

\*Combination Code: 11405302-5600-00000

Student Employment

\*Job Code: 699350

\*Compensation Rate: 10.00

Employment Services Rep

**Select Supervisor**

Supervisor ID

The job code and compensation rate correspond to the level of experience and expertise required of the student. A list of job codes can be found [here](#). The responsibilities associated with student's job code have a degree of flexibility. Please select a staff member as a supervisor rather than a student employee.

---

## Past Employment Information

1. Is this employee currently employed with a church affiliate (outside of BYU)?

\*Currently  
Employed

It is church policy that no person may be employed by multiple church entities at once. If a student has worked with another church entity, search their DMBA record to ensure they are not still active on the other payroll.

2. Has this employee worked for any Church affiliate or BYU within the last year?

\*Previously  
Employed

[View Church Affiliates](#)

In accordance with the Affordable Care Act, student employees must maintain an ACA average of less than 28 hours per measurement period. Be mindful of the other jobs that the student employee may have at BYU, or previous jobs with other church entities, that the average ACA hours do not exceed 28 hours.

---

## Other Job Actions

This employee has at least one active job with the university already. Is he/she leaving a job at the university for this one?

Leaving  
Another Job? ☐ No

If the student will be leaving another campus job in order to work in your department, check "yes" for "Leaving Another Job?" Select the job the student has previously agreed to leave in order to work at your department. The effective date listed previously on the hire form will act as the termination date for the previous job.

---

## Action Items

Acknowledgement	
1	<input type="radio"/> No I have determined that this applicant is not related to anyone within the administrative scope of control of this position. Scope of control begins at the vice-president level and continues from level to level.
2	<input type="radio"/> No I understand BYU Policy does not allow employees to work part-time for both BYU and another Church employer. I have confirmed with the applicant for a part-time position that they do not currently work part-time for another Church employer. The Employment Office will make the final confirmation that the applicant is not working part-time for another Church Employer. If the applicant is found to be working part-time for another Church employer, he/she will need to terminate with the other employer before beginning work at BYU.
3	<input type="radio"/> No I have advised the employee of the University policy requiring all employees to use direct deposit for their paychecks and that the employee will automatically be 'consented in' to receive both their W-2 and 1095-C electronically. The employee has agreed to set up direct deposit before their second payroll payment.

Ensure that all action items are completed honestly. Once these have been completed, review the hire form to ensure that all sections have been accurately filled out.

### ▼ Comments

[Previous](#)[Save](#)[Submit](#)

If there are any additional notes that need to be stated, add them to the comment section. These comments can be viewed by anyone who has access to view the hire form. If you wish to leave the form and return later without losing your information, select "save." If the hire form is ready to be submitted for approval, select "Submit."

1. **\*Do not** allow the student to begin working until you have received an email notification from the student employment office that the hire form has been approved. Any student that begins working before the pay period in which the form is submitted will result in a \$100 dollar fine for the department. The student must have a valid I-9 in order to begin work. Do not specify what documents the student should bring if they must complete their I-9. Students must bring original, physical documents to the Student Employment Office in order to complete their I-9. International Students must also complete a brief training detailing the 20 hour limit. Per BYU Policy: "To satisfy Internal Revenue Service regulations, employees must present a social security card."  
(<https://policy.byu.edu/view/index.php?p=121>)