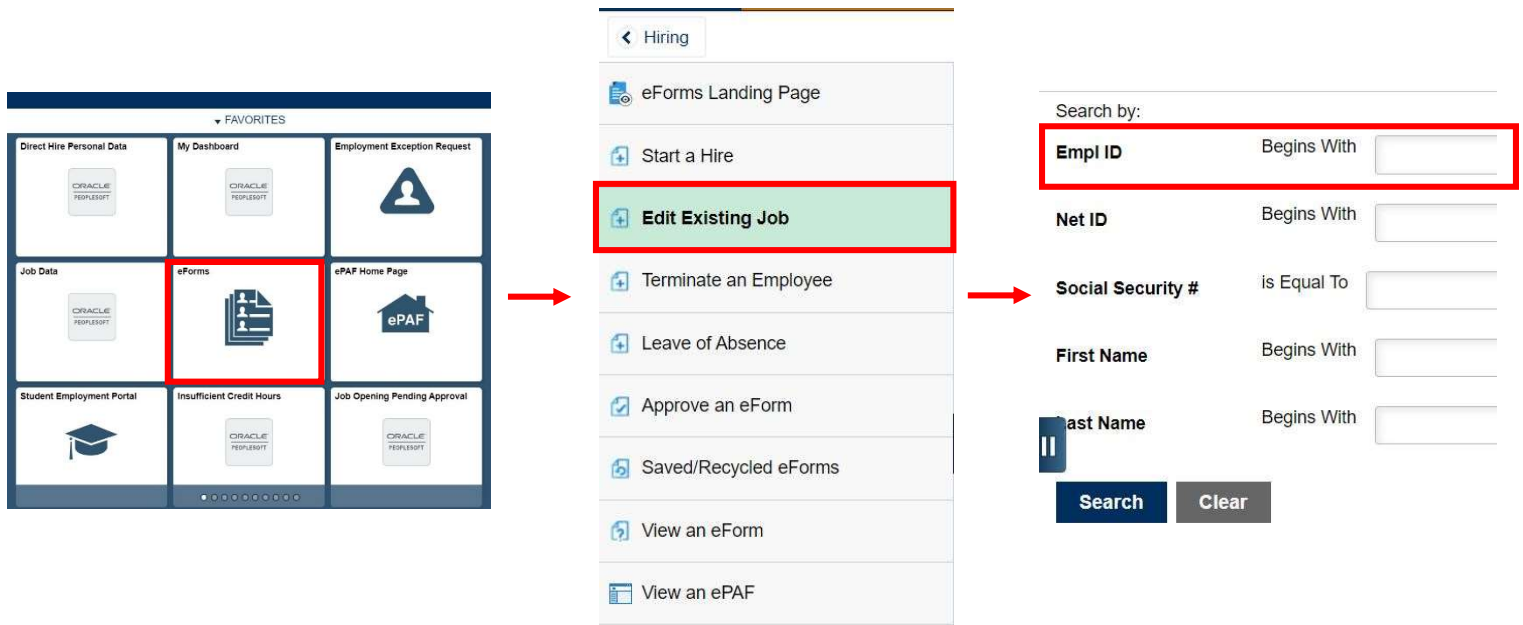


How to Edit an Existing Job

1. Start at the PeopleSoft homepage: <https://hrms.byu.edu>
2. Click "eForms"
3. On the eForms landing page, select "Edit Existing Job."
4. Enter the student's ID number.
5. The effective date should be within the pay period that the change will take effect.
6. Make the needed job change.
7. If changing the compensation rate, consult the [Hourly Pay Scale and Job Codes](#) document to ensure that the wage is consistent with their job code.
8. Ensure that a supervisor is selected.
9. Leave any necessary comments about what change(s) have been made.
10. Submit the form.



Inside the eForms homepage, select “Edit Existing Job.” Enter the student’s Employee ID and select the generated link.

Job edits should be used to change wage, job codes, combination codes, or supervisors. Ensure that the selected Effective Date corresponds with the pay period in which the changes will take effect.

Position Information

*Effective Date	<input type="text"/>	
*Employee Classification	SE Student Hourly	▼
*Job Code	602554	Computing Specialist
*Combination Code	15422001-5600-00000	AV/ES - Business Process

Changing the boxes listed under Position Information and submitting will automatically change the information listed on the hire form.

Job Information

*Compensation Rate \$

13.75

Select Supervisor

Supervisor ID 333300795 Nancy Norman

If changing the compensation rate, ensure that the new wage fits within the required pay band according to the [Hourly Pay Scale](#) or the [Academic Salary Scale](#). If the wage change should be applied to a previous pay period, use retro pay for weeks prior to the effective date of the job edit.

Select a supervisor, even if the supervisor is not changing.

When all changes have been made, submit the job edit and wait for approval from the Student Employment Office.
