

How to Withdraw an eForm

1. Go to the Human Resources/Payroll page by going to <https://hrms.byu.edu/>
2. On the Human Resources/Payroll page, select “eForms.”
3. Inside the eForms homepage, select the tab on the left-hand side “Saved/Recycled eForms.”
4. Enter the student ID number or the eForm ID.
5. In the comment box on the eForm, leave a comment describing why the eForm is being withdraw.
6. At the bottom of the eForm, select “withdraw.” This will withdraw the eForm in the system.