

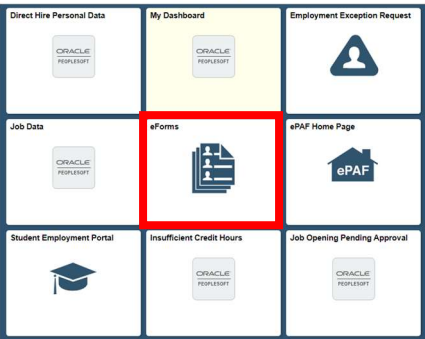


How to View a Hire Form

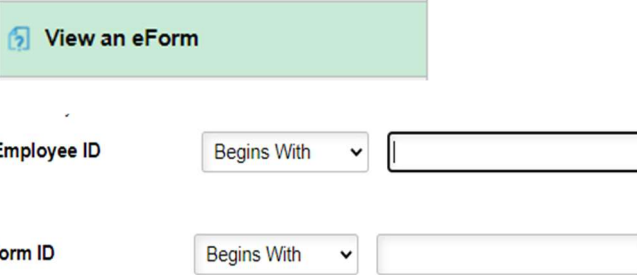
1. On the Human Resources payroll page, select “View an eForm”
2. Search for the Student Employee with their Employee ID or the eForm ID
 - a. Searching with the Employee ID will give you a list of all eForms created for that student
 - b. Searching with the eForm ID will take you directly into the hire form you are wanting to view
3. If searching with the Employee ID, select the form that says “Pending” under Form Status
4. Click “Next” until you see “View Approval Route”
5. When you select “View Approval Route,” you will see all of the departments that the hire form must go through. The form will say “Pending” in the department where it is currently waiting for approval.
6. By selecting the tile that says “Pending,” you will see the names and contact information for those who are able to edit the form.



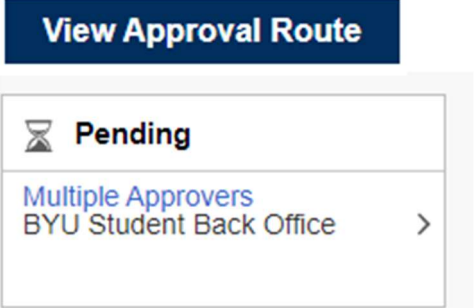
How to View a Hire Form



In your “favorites” homepage, select the eForms menu



Inside of 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.