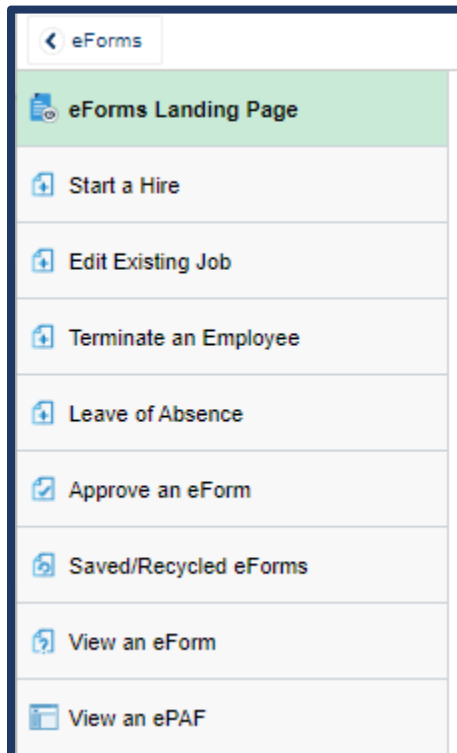


Saved/Recycled eForms

1. Go to the Human Resources/Payroll page by going to <https://hrms.byu.edu/>
2. On the Human Resources/Payroll page, select “eForms.” You will see the eForms Landing Page.



3. Select the tab on the left-hand side “Saved/Recycled (Add red rectangle around Saved/Recycled) eForms.”

The screenshot shows the 'eForms' application interface. On the left-hand side, there is a navigation menu with the following items: 'eForms Landing Page', 'Start a Hire', 'Edit Existing Job', 'Terminate an Employee', 'Leave of Absence', 'Approve an eForm', 'Saved/Recycled eForms' (highlighted with a green background), 'View an eForm', and 'View an ePAF'. The 'Saved/Recycled eForms' tab is selected. The main area displays a search form with the following fields and options:

- Search by:** A dropdown menu with 'Begins With' selected.
- Employee ID:** A text input field.
- Empl Record:** A dropdown menu with 'is Equal To' selected.
- Net ID:** A text input field.
- Name:** A text input field.
- Form ID:** A text input field.
- Form Type:** A dropdown menu with 'Begins With' selected.
- Form Status:** A dropdown menu with 'is Equal To' selected.
- Form Condition:** A dropdown menu with 'Begins With' selected.
- Original Operator:** A text input field.
- Original Date:** A date picker field.
- Last Operator:** A text input field.
- Last Date:** A date picker field.
- Employee Classification:** A dropdown menu with 'Begins With' selected.

At the bottom of the search form, there are two buttons: 'Search' and 'Clear'.

4. Enter the student ID number or the eForm ID.

5. You can make changes to one of the any of the following fields: the Combination code, Supervisor, Job code, or Pay rate.

Edit a Job : Position Information

Make any changes to existing values in the fields below. The effective date should be the first day of the pay period for which the change will be effective but start period.

Personal Information

Name Shayna Oh
Net ID so3ty
Date of Birth 11 August
Citizenship Citizen
Country USA
Email Address oh.shayna.ty@gmail.com

Employee ID: 621955880
Empl Record 0

[Personal Data](#)
[Job Data](#)
[Additional Pay](#)
[ACA Report](#)

Position Information

*Effective Date
*Employee Classification SE Student Contract
*Job Code 599480 Grad Asst - Teaching Contract
*Combination Code 11366000-5510-26077 Information Systems Department

Edit a Job : Compensation

If necessary, change the compensation rate and/or the supervisor responsible for

Personal Information

Name Emerson Crockett
Net ID crockete
Date of Birth 6 November
Citizenship Citizen
Country USA
Email Address me@hrcpy.byu.edu

Job Information

*Compensation Rate \$ 16.02

Select Supervisor

Supervisor ID 161426266 Gordon Smith

6. In the comment box on the eForm, leave a comment describing the changes made. A lack of comments will be confusing.

	Has MRP ▾	Medical Coverage ▾	Empl Status ▾	Projected Retirement Date ▾	Termination Date ▾	Company Descr ▾
1	No	No	Terminated		07/05/2019	

▼ Comments

** Julie Marini
** Tue, Jun 15 21, 12:07:49 PM
Attention Mary Ann Fulmaono - 1st job on campus-deferred for mission 3rd attempt to hire

Search

Save

Deny

Recycle

Print

Approve

7. At the bottom of the eForm, select “ Approve” if everything on the form is correct, or ‘Save’ if you need to come back to the form for additional changes before routing it to the approver.