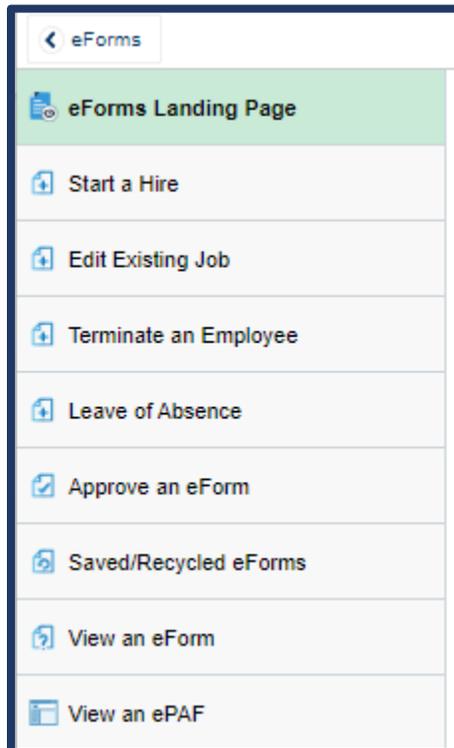


Saved/Recycled eForms

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' search interface. On the left, a sidebar contains a list of tabs: 'eForms Landing Page', 'Start a Hire', 'Edit Existing Job', 'Terminate an Employee', 'Leave of Absence', 'Approve an eForm', 'Saved/Recycled eForms' (highlighted in green), 'View an eForm', and 'View an ePAF'. The main area is titled 'eForms' and contains a search section. The search section is titled 'Search by:' and lists various filters. Each filter has a dropdown menu and an input field. The filters are: Employee ID (Begin With), Empl Record (is Equal To), Net ID (Begin With), Name (Begin With), Form ID (Begin With), Form Type (Begin With), Form Status (is Equal To), Form Condition (Begin With), Original Operator (Begin With), Original Date (is Equal To), Last Operator (Begin With), Last Date (is Equal To), and Employee Classification (Begin With). The 'Employee ID' input field is highlighted with a red rectangle. At the bottom, there are 'Search' and 'Clear' buttons.

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 stop at the end of the 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 the job.

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

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.