How to look up pending eForms

Go to hrms.byu.edu website.

Type in “eForms” in the search window.

Select the result with the same spelling (eForms).

View Search Results
16 results for keyword: "eForms"

eForms
Application: PS HRMS - Local Node
This will take you to the eForms Landing Page
Select "View an eForm"
Search for the category that shows Form Status and select "Pending" from the drop-down menu and click on the Search button.
You will see all pending eForms related to your department access. You can select a row by clicking on the Form ID.
Select "View Approval Route".

---

<table>
<thead>
<tr>
<th>Current Date Time</th>
<th>Step Title</th>
<th>User ID</th>
<th>Description</th>
<th>Form Action</th>
<th>Time Elapsed</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/11/2020 11:04:00AM</td>
<td>Initiated</td>
<td>tianas5</td>
<td>Tiana Levinta Houston</td>
<td>Submit</td>
<td></td>
</tr>
<tr>
<td>09/22/2020 7:14:30AM</td>
<td>Withdrawn</td>
<td>angelaem</td>
<td>Angela E. Murdock</td>
<td>Withdraw</td>
<td>194 days 20 hours 10 minutes</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Acknowledgement</th>
<th>Description</th>
<th>User</th>
<th>Time Stamp</th>
</tr>
</thead>
</table>

---
By clicking on the Pending Multiple approvers, you will see a complete list of all people who can process the hire for you. Contact someone from this list to help your form move forward in the process.