Electronic Forms System

Hiring a student?

Once you have selected a student for hire please go to: https://app1.wne.edu/efs

➢ Log in with your email username and email password.
➢ Select Create a Form > Data & Change > New Hire
➢ A box will pop up asking if this is a student, please select yes.
➢ Complete all fields on the form.

- The position ID is the alpha identification that is associated with the position and begins with the letter department code.
- Enter any remarks needed and select submit form. The form is now sent to the next approver. You can check the status by going to View Forms > Pending > I Created.

If you have any questions regarding Student Employment please contact
Myra Quick at ext. 1529

If you have any technical problems with the form system, please contact
Ryan Moore at ext. 2362