Step	Action
1	The View a Onboarding eForm page will display. The Form Family field will default to ONBOARD. Click in the **Empl ID** field. **Note**: Best practice is to search by Empl ID. Each eForm gets its own separate eForm ID; therefore searching by the ePAF Hire eForm ID will not return the desired search results.
2	Enter the desired information into the **Empl ID** field.
3	Click the Search button.
4	The Personal Data, Direct Deposit, and W4 eForms and their status will display in the search results grid. If you wish to view the I-9 eForm, access the View an I-9 option (Main Menu > Onboarding Home > Onboarding Homepage > Start an Onboarding eForm > I-9 2013 Actions > View an I-9)*. The Personal Data, Direct Deposit, and W4 eForms will display one of the following statuses: **On Hold**: eForm has been started by the new employee, but not yet submitted. **Pending**: eForm has been completed by the new employee, but not yet executed. **Executed**: eForm has loaded into PeopleSoft. It is important that the onboarding eForms are in a status of Executed before the final approval of the Hire eForm otherwise the W-4 will be out of sequence. **Note**: If the employee has not accessed the eForm, nothing will display in the Search Results. ***ALL** rehires are required to complete a new I-9 and have an E-Verify conducted.
5	If you wish to view a specific onboarding eForm, select the eForm from the list.