

Electronic Forms System

Hiring a student?

Western New England University forms have gone online!

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.
 - A position number is a 10 digit number that includes your 4 digit dept number, 42 to designate student employment, and the 4 digit job code that was assigned when the position was created (ex. 0626420101).
 - The Job Posting ID is the four digit number assigned to your job posting on www.myinterfase.com/wne/employer and is required for all new student hires.
 - 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.

Are you hiring a student with work study funds but will also need to utilize institutional funds for them, or the student does not have a work study award? Make sure you answer the Work Study Funds only question with “No” so the appropriate Division approval can be given. The need for Institutional funds may be justified in the Remarks section.

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