Student Guide to Finalizing On-Campus Employment

Did you receive a message from Career and Employment Services (CES) regarding your on-campus employment? Use the PeopleSoft/Human Resources system to finalize your employment as described below.

Steps to Complete the “Application”

- Follow the link provided in your email notification and log in to the Careers Job Search page using your Puget Sound username and password.
- In the section titled Search Results, click on the appropriate Job Title to review the Job Posting Details, which includes instructions.
- Click Apply and proceed through the application questions.

Once we receive your application in the system, CES and your supervisor will complete their steps, which may take several days. When it is ready, you will receive an automated email providing you with a link to access your Job Offer.

Steps to Review and Accept the Offer Letter

- Click on the link provided in your email notification and log in to the Careers Job Search page.
- In the top navigation bar, click on My Notifications.
- Scroll down to the Notifications section and click on the Subject with New status.
- Review the Student Employment Responsibilities and Procedures by clicking on the link.
- In the section titled Review Offer Information, click on the offer letter and review the terms of employment.
- To accept the job, check the I Acknowledge box in the Acknowledge Offer section and click Accept, disregarding the Return Completed Documents section.

Students who have completed the I-9, W-4, and direct deposit forms and have accepted their Job Offer are authorized to begin working. Beginning on your start date, you will be able to enter hours in your PeopleSoft timesheet.