

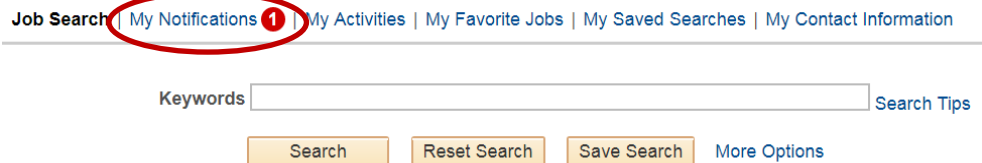
Student Guide to Finalizing On-Campus Employment

*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.*

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.
- In the section titled **Review Offer Information**, click on the offer letter and review the terms of employment, including the **Student Employment Responsibilities and Procedures**.
- To accept the job, check the **I Acknowledge** box and click **Accept**, disregarding the **Return Completed Documents** section.

Students who have completed the [I-9](#) form 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 timesheet, update your W-4 withholding and enroll in direct deposit online via myPugetSound.