

# Student Guide to Finalizing On-Campus Employment

*Did you receive a message from Career and Employment Services (CES) regarding your on-campus employment? Finalize your employment as described below.*

*Once we receive your application in the system, CES and your supervisor will complete their parts of the process, 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.*

## **How to Review and Accept the Offer Letter**

- Follow the link provided in your email notification and log in to the **Careers** page.
- Select **My Job Notifications**.
- Under **My Job Offers**, select the offer with a **New** status.
- In the section titled **Review Offer**, select 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**. (Disregard the **Return 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.*