

Printing Offer Forms in PeopleSoft

[Prepare Job Offer](#)
Submit Offer Form

Once you've entered all your Job Offer details and are on the last page titled:

- Click on the create offer form button

Create Offer Form

- Your screen will blink and then a Report Manager hyperlink will appear:

Create Offer Form

[Report Manager](#)

- Click on the Report Manager hyperlink

You will be brought to a screen similar to this:

The screenshot shows a web interface with tabs: Explorer, List, Administration (selected), and Archives. Below the tabs is a section titled "View Reports For" with fields for Folder, Instance, Name, and Created On, and a Refresh button. Below that is a "Reports" table with columns: Report, Report Description, Folder Name, Completion Date/Time, Report ID, and Process Instance. The table contains one entry: 1 Report.

- Now click on the Administration tab

The screenshot shows the same web interface with the Administration tab selected. The "View Reports For" section has fields for User ID (K.JORDAN), Type, Status, Folder, Instance, and Last (1 Days), and a Refresh button. Below is a "Report List" table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The table contains one entry: Offer Authorization Form, with status Posted.

Please note the Status of your form. It may start as N/A or Processing and will end as Posted. Continue to click on the yellow Refresh button until the status of the form is posted.

- Under Description, once "Offer Authorization Form" has turned blue, click on that hyperlink and Adobe will launch a PDF file - This is your Offer Form!
- Print this form, route for appropriate signatures and then deliver to the HR/Payroll Service Center in 250 CP