

City of Surrey Employees

As a City of Surrey employee – you must log into PeopleSoft to view and apply to jobs. This allows you to view internal jobs (not posted externally), apply and be considered as an internal applicant.

If you register and apply through surrey.ca/careers, you will not be considered as an internal applicant and may experience processing delays.

I don't have a PeopleSoft account. How do I get one?

All City of Surrey employees have a PeopleSoft account. If you have not signed in before and are unsure of your log-in credentials, please follow the standards below.

User ID	This is the same as your network User ID (used to access webmail, log into a City device/computer). <i>User ID is case sensitive (must use upper case for alpha characters).</i>
Password	<p>You are responsible for maintaining your PeopleSoft password.</p> <p>If you have forgotten your password, use the link on the PeopleSoft sign-in page to reset it:</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;"> <p>Forgot your password?</p> </div> <p>You must enter your User ID and answer a secret question correctly for a new password to be emailed to your surrey.ca email account.</p>

How to Access the Job Application System in PeopleSoft

You will need:

- Access to a computer available on the City's network system (or alternatively, a device or computer with internet access)
- Your Network User ID and Password
- Your PeopleSoft User ID and Password
- The CityNet URL – <https://citynet.surrey.ca>

Follow the steps outlined below to sign into PeopleSoft and view/apply for jobs.

1 Log into a City computer

- 1) Press Ctrl + Alt + Delete to unlock the computer
- 2) If the SURREY\User ID displayed on the screen is not your own, then click 'Switch User'.
- 3) Enter your Network User ID and Password and click 'Enter'.

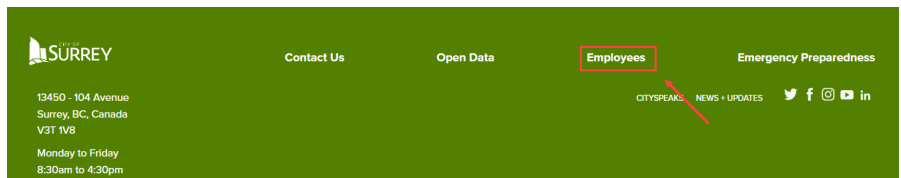
This will unlock the computer.



OR

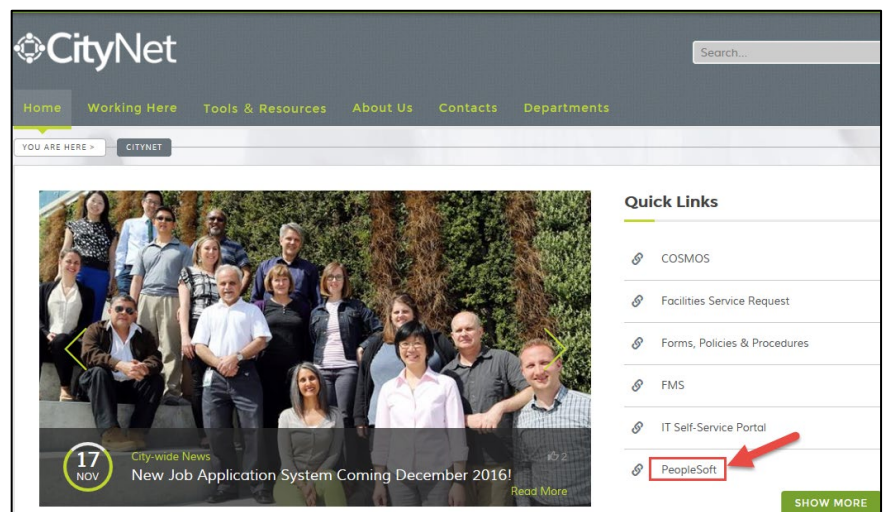
Alternatively, if you are logging in from a non-City device/computer

- 1) Click the Employee Portal link from <http://www.surrey.ca> (located on the footer).
- 2) Follow the set-up/log-in instructions.
- 3) CityNet will launch as your homepage.



2 Accessing PeopleSoft

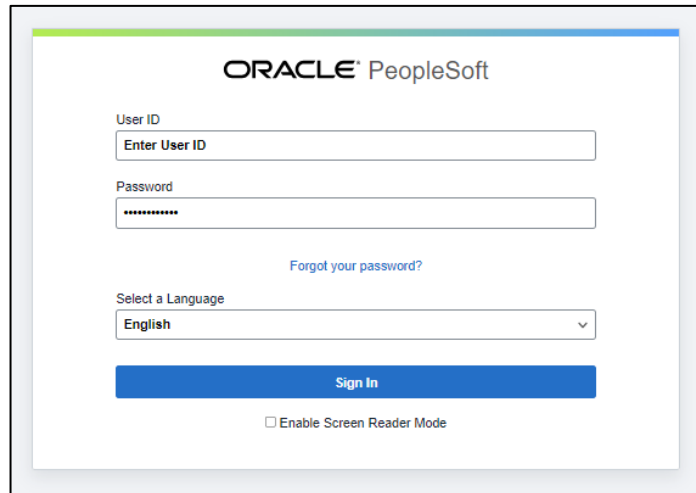
- 1) Access **CityNet** at <https://citynet.surrey.ca>.
- 2) On the CityNet homepage access the PeopleSoft Sign-in page via the Quick Links.



3 Sign-in to PeopleSoft

- 1) Enter your User ID and Password
- 2) Click the Sign In button

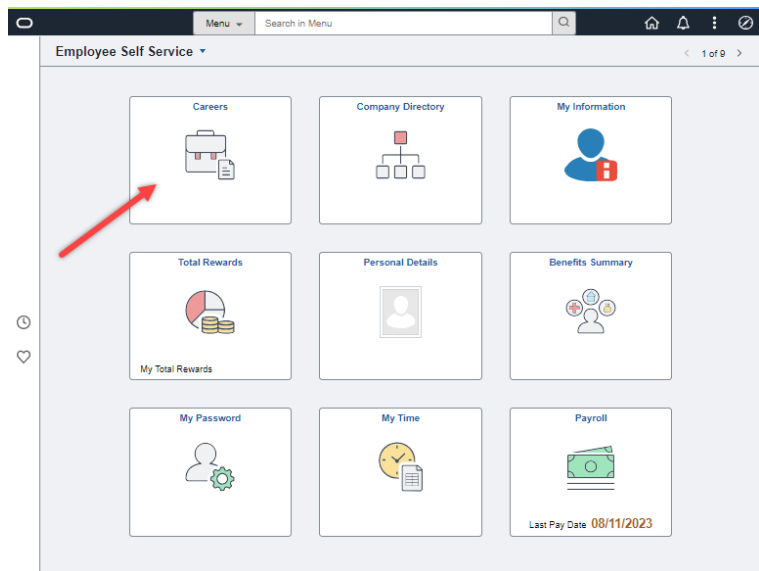
Tip: User ID is case sensitive (must use upper case for alpha characters).



The screenshot shows the Oracle PeopleSoft sign-in interface. At the top, it says "ORACLE PeopleSoft". Below that are two input fields: "User ID" with the placeholder "Enter User ID" and "Password" with a masked password "*****". A link "Forgot your password?" is positioned between the password field and a "Select a Language" dropdown menu which is currently set to "English". A blue "Sign In" button is at the bottom, with a checkbox "Enable Screen Reader Mode" below it.

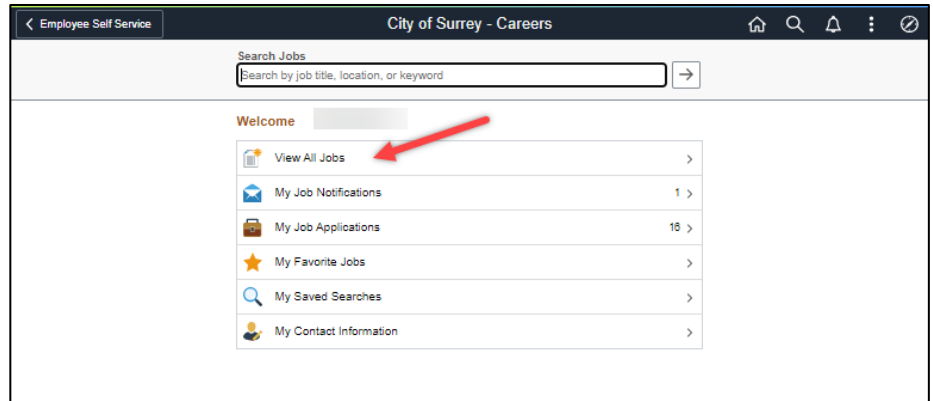
4 Access Internal Careers Site

Click the Careers tile from the Employee Self Service homepage.



5 View Latest Jobs

Click [View Latest Jobs](#); jobs are listed with most recent postings at the top of the list – click on the job to view the posting.

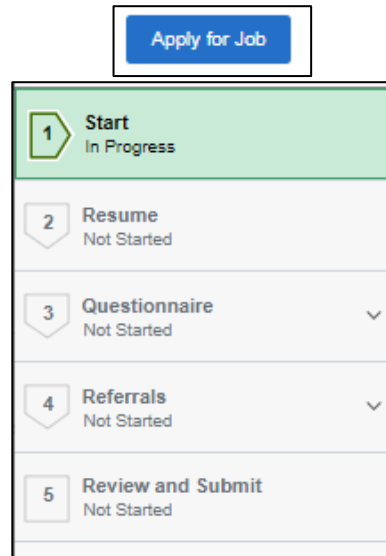


6 Apply to Job

Click the [Apply for Job](#) button. Be sure to have your resume file ready/available to attach.

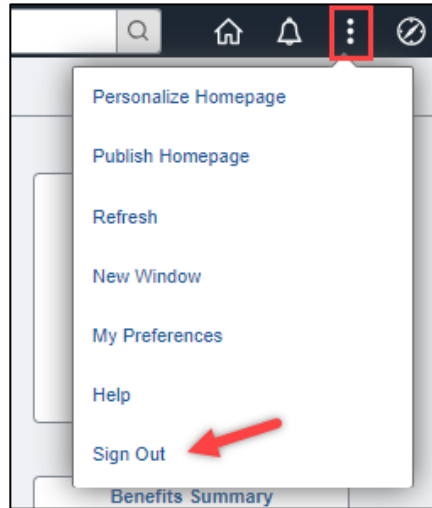
You will be guided through 5 online steps to submit your application. Follow each step and click the [Next](#) button to proceed, then 'Submit'.

Once successfully submitted, you will receive an email (**surrey.ca account**) confirming your application has been received.



7 Sign-out of PeopleSoft

When you are finished with your PeopleSoft session, click the Action List (top right hand corner of the header bar) – and click Sign Out.



If you have questions regarding internal job opportunities, please email the Recruiter listed on the job posting.

If you require assistance with access to PeopleSoft, email PSoft@surrey.ca.