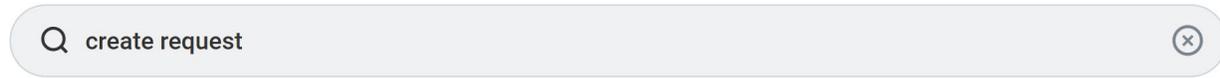


OAQ with activity/with no activity

1. From the Workday dashboard search for the form by doing the following:

- Type “Create Request”



- Click on “Create Request”

Tasks and Reports

[Create Request](#) ⋮

Task

- Under request type → select “**All**” → then select the appropriate form
 - Option 1: If you have reportable outside activity then select this form: “OAQ- I have outside activity”
 - Option 2: If you do not have any reportable outside activity then select this form: “OAQ – I do not have outside activity”

Create Request

Request Type *



Create Request



Request Type * Search

- All
- Request Types by Workday Object
- Request Types without Workday Objects

Cancel

OK

- Click “ok” to access correct form

Create Request

Request Type * Search

← All

- OAQ - I Do Not Have Outside Activity
- OAQ - I Have Outside Activity
- Outside Employment Questionnaire for Adjuncts/Part Time Staff

Cancel OK

2. You must answer every question, unless it indicates that you may skip if you answered “no.”
3. Please provide as much information as possible when asked for details regarding your outside activity. Missing information or insufficient information may cause your form to be sent back to you for further details, which may delay review of your form.
4. At the end of the form, you will be asked to type your name to complete the form and certify the acknowledgement.

Type your name below to acknowledge the following:

I certify that this questionnaire contains no willful misstatement of fact or omission of a material fact. I understand that should my State employment and/or outside employment change, I am required to promptly request and submit the other questionnaire, "OAQ with Outside Activity".

(Required)

Pio the Mascot

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5. If you filled out the "OAQ-I have outside activity" form, **do not** enter any information after the entry of your electronic signature. The form will prompt you to "STOP"; employee portion of the form is complete.

STOP: Employee portion of the form is complete.

For Manager Use Only:

After this questionnaire is submitted, it will be reviewed by your supervisor, Dean or designated reviewer.

- Approve
- Disapprove

6. Click submit.