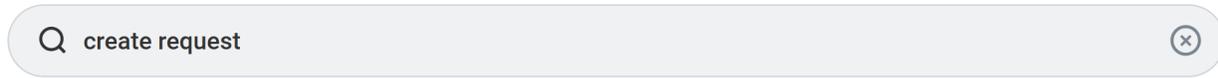


Outside Employment Questionnaire

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

- Type “create request”

A screenshot of a search bar in a Workday interface. The search bar is a light gray rounded rectangle. On the left side, there is a magnifying glass icon followed by the text "create request". On the right side, there is a small circular icon with an "x" inside, used for clearing the search.

- Click on “create request”

Tasks and Reports

[Create Request](#) 

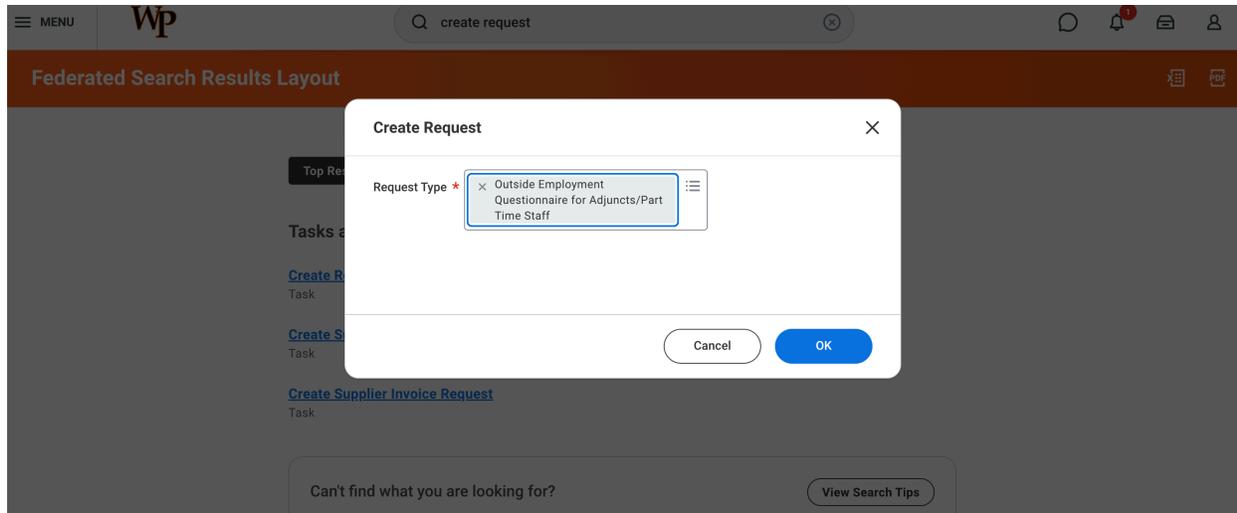
Task

Create Request

Request Type *

A screenshot of a dropdown menu in a Workday interface. The dropdown is a light gray rounded rectangle. On the left side, there is a red asterisk. On the right side, there is a small icon consisting of three horizontal lines, used for opening the dropdown.

- Under request type → select all → select form “Outside Employment Questionnaire for Adjuncts/Part Time Staff”
- Click “ok” to access the correct form



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)

5. Click submit once you have completed the form.