

KEAN | **workday**
My Guide

Outside Activity Questionnaire Completion Guide

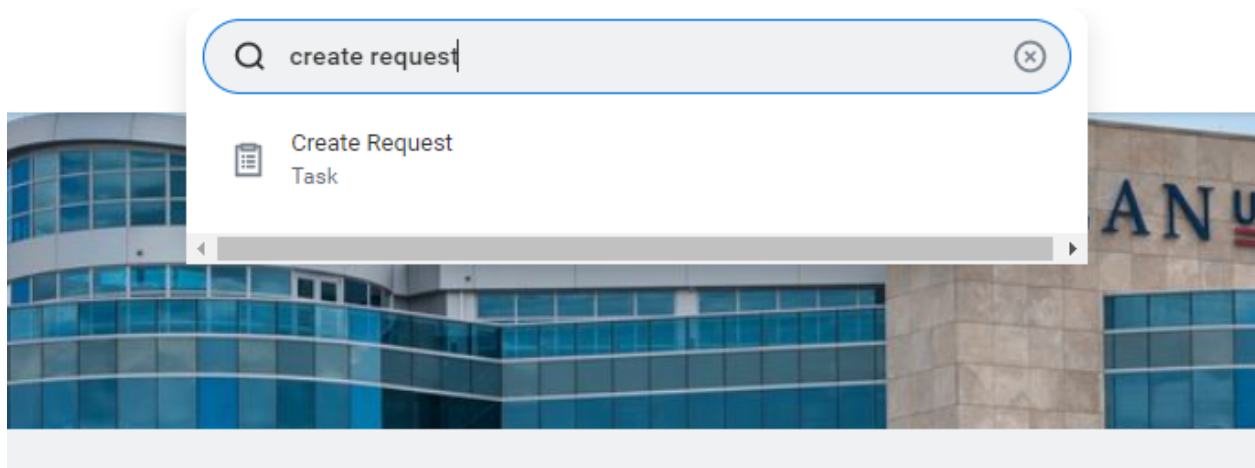


Outside Activity Questionnaire

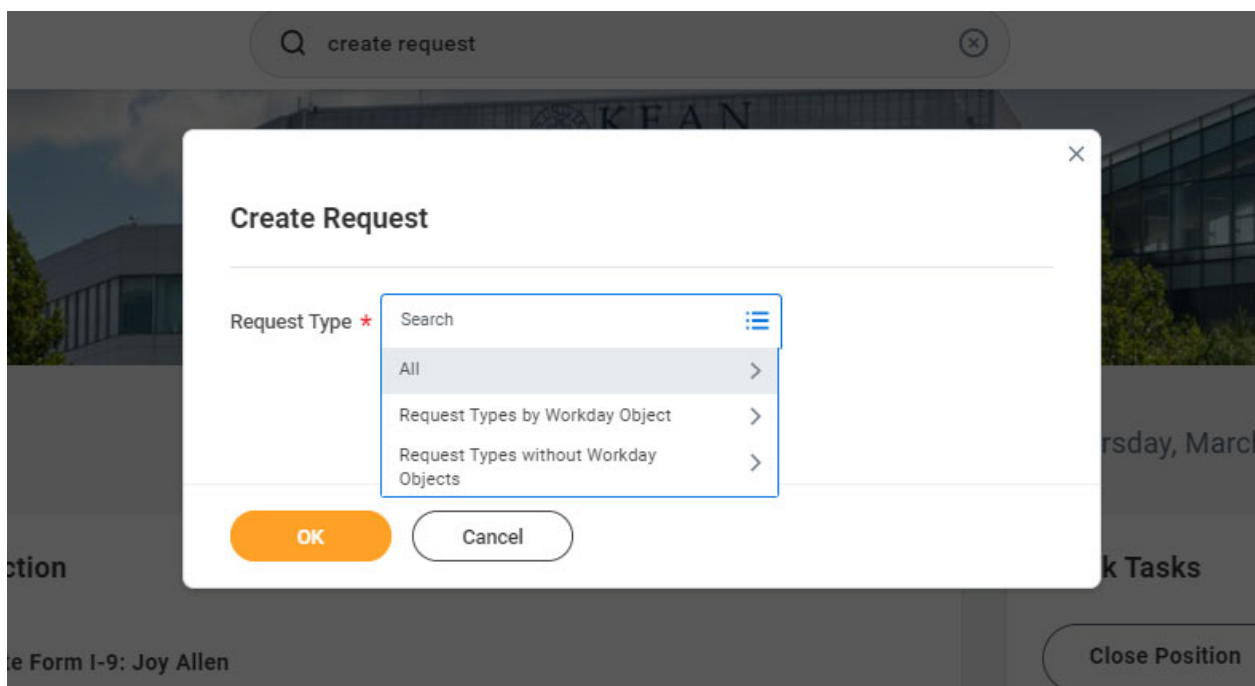
Please use this guide to complete the Outside Activity Questionnaire.

Employees will receive email confirmation once the questionnaire has been processed.

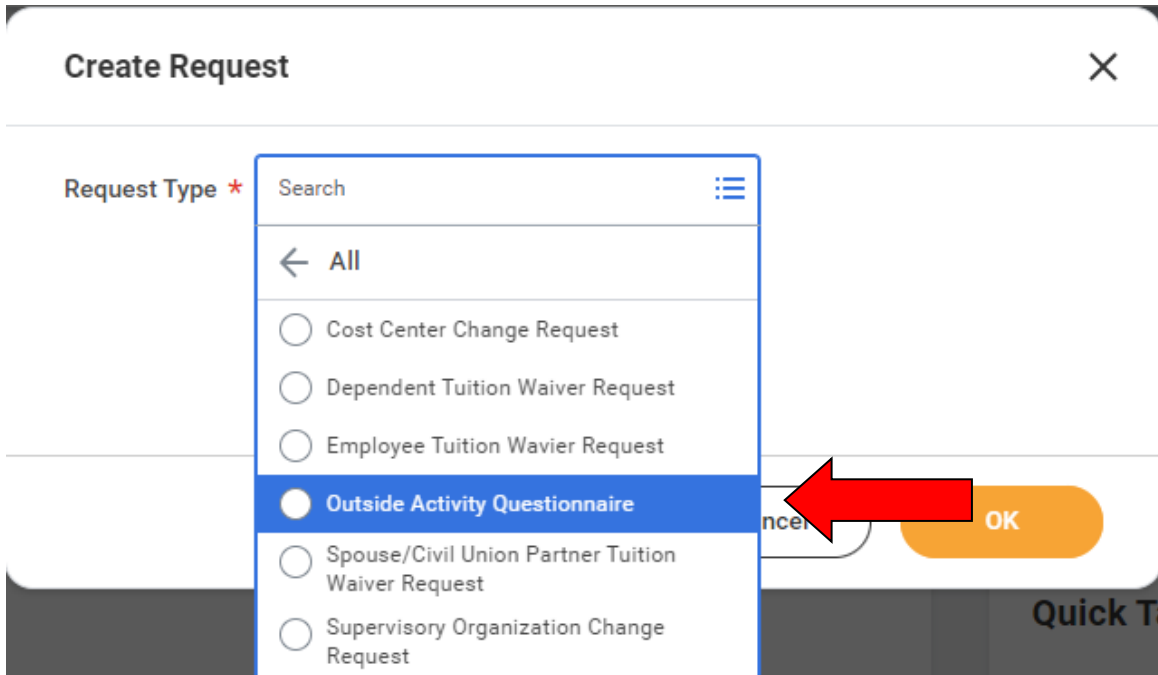
Step 1: Type “Create Request” in Search Bar and select the “Create Request” Task



Step 2: At the next prompt you will select “All”:



Step 3: Select “Outside Activity Questionnaire”



Step 4: Once you have completed the questionnaire, click **Submit**.

Outside Activity Questionnaire

Please use this process to complete the State of New Jersey Outside Activity Form. This form should be completed for all new hires, or current employees that have obtained additional outside employment.

Complete the following questionnaire about your outside activity and/or employment. It is not necessary to report activity conducted in a scholarly capacity on this questionnaire. Activity conducted in a scholarly capacity should be reported on the Annual College and University Disclosure Questionnaire. For the Commission's purposes, "scholarly capacity" means any pedagogical, academic, artistic, educational, or scholarly activity performed by a State employee for the institution of higher education that employs or has appointed such State employee.

Are you currently engaged in, or planning to engage in, any business, trade, profession and/or part-time or full-time employment, paid or unpaid, outside of or in addition to your State employment?
(Required)

- Yes
- No (If answering 'No' mark N/A for the next six questions.)

Name and address of employer(s) or business:
(Required)

Indicate if you are an owner, partner or corporate officer:
(Required)

- Owner
- Partner
- Corporate Officer

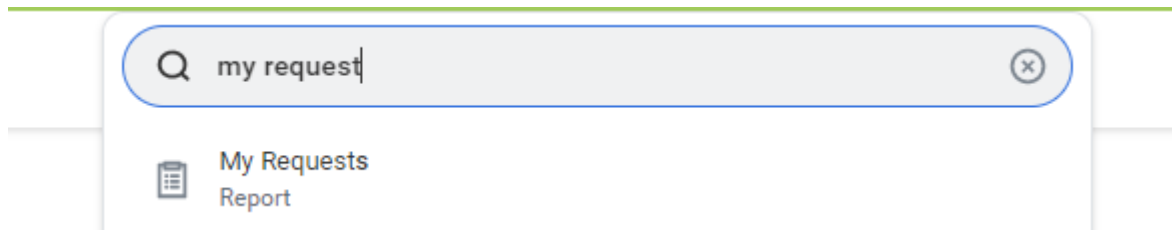
Submit

Save for Later

Cancel

Once submitted, the Request will be routed to the employee’s supervisor and to the Ethics Liaison Officer for review and approval. You will receive a system-generated notification confirming the submission of your request, and upon approval or denial.

By typing “My Requests” into the search bar, you can access the My Requests report to review the status of your current and previously submitted requests.



If you need assistance or have questions regarding the Outside Activity Questionnaire please reach out to our Ethics Liaison Officer via email at ethics@kean.edu

Please feel free to email Workday@kean.edu if you have any questions throughout the process.