

## **Outside Activity Questionnaire Manager Processing Guide**



## **Outside Activity Questionnaire**

## Please use this guide to process Outside Activity Questionnaire submissions.

Step 1: Click on the Inbox item shown below.

Welcome				
Awaiting	y Your Action			
8	Request Process: Outside Activity Questionnaire: Keanu Cougar My Tasks - 10 minute(s) ago DUE 08/24/2024			
🖨 Go to I	<u>My Tasks (1)</u>			

My Tasks	+	All Items	숫 🐵 🛃 Created 88/22/0024 Date 08/24/2024		
All Items		Q Search: All Items 1	Review Request Process: Outside Activity Questionnaire: Keanu Cougar 💮		
	-	010 Advanced Search	For Request: Outside Activity Questionnaire: Ke	anu Cougar	
Saved Searches	es Y Request Process: Outside Activity 08/22/2024 🚖 Questionnaire: Keanu Cougar		Overall Process Request Process: Outside Activity Questionnaire: Keanu Cougar		
Filters	~	Due: 08/24/2024	Overall Status In Progress Due Date 08/24/2024		
			Details to Review		
Archive			Request Request: Outside Activity Questionnaire: Kear	nu Cougar	
Bulk Approve		Request Type Calida Activity Quantizationarie Beneral Table 2011 2012 Add A			
은, Manage Delegations		Request D (cmph)			
			Requester Keanu Cougar		
			30 Berna	₹.3	
			Question	Ansees	- 1
			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?	Vo	
			Name and address of employer(e) or business:	Then Service To To Service To Ser	
			Indicate if you are an owner, partner, or corporate officer:	Partner	
			Type of Business:	Tutoring Service for HS atudents.	
			Description of Responsibilities:	Alfor studies engesphannes/studies - greger kannes/studies - greger kannes/stu	
			Specify Days Worked Per Week (i.e. Mon., Tues., Wed., etc.):	sat and sun	

Step 2: This will bring you to the item in your Inbox.

Step 3: Review the information within the Questionnaire. If the Questionnaire is complete, click "Approve". If any information was omitted, you may click the "Send Back" button and the Questionnaire will go back to the employee's Workday inbox.

## If you have any questions regarding information entered on the Questionnaire, please contact the Ethics Office.

Requester Reand Cougar	
30 items	
Question	Answers
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?	Yes
Name and address of employer(s) or business:	Titan Tutoring Services 111 Smith Street Anytown, NJ 07083
Indicate if you are an owner, partner, or corporate officer:	Partner
Type of Business:	Tutoring Service for HS students.
Description of Responsibilities:	-Tutor students -assign homework -prepare lesson plan -meet with parents to discuss academic progress
Specify Days Worked Per Week (i.e. Mon., Tues., Wed., etc.):	sat and sun
Work Hours:	1 p.m 4 p.m.
Is your current or proposed outside employment or business being performed for or with any other employee(s) or official(s) of your State agency?	No
Do you have a supervisor-subordinate relationship with this person(s)?	N/A
Does or will your outside employment or business require/cause you to have contacts with any NJ State agencies, vendors, consultants or casino license holders or applicants. medical cannabis permit holders, applicants, or entities, or personal use cannabis license holders, applicants, or entities? - Casino license holder or applicant means holder of, or an	No
<ul> <li>Does or will your outside employment or business require/cause you to have contacts with any NJ State agencies, vendors, consultants or casino license holders or applicants. medical cannabis permit holders, applicants, or entities, or personal use cannabis license holders, applicants, or entities?</li> <li>Casino license holder or applicant means holder of, or an applicant for a casino license or in any holding or</li> </ul>	

The request will then go to the Ethics Office for review.