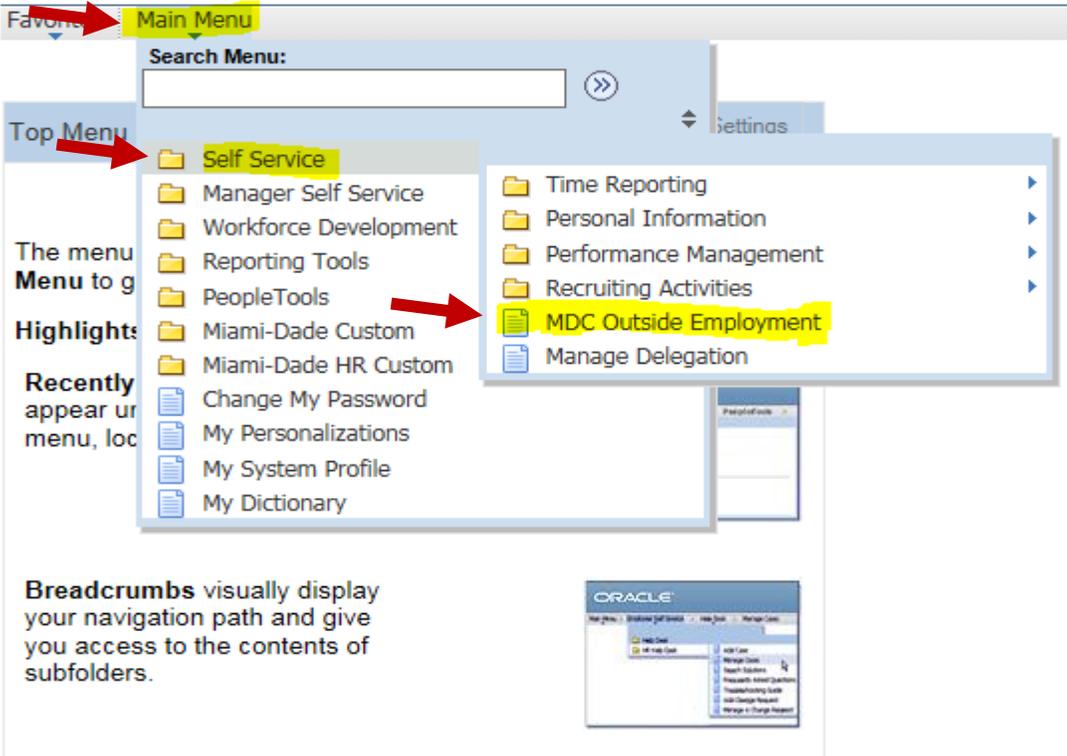
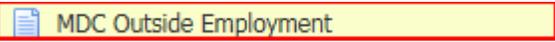
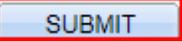
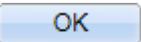


# Outside Employment Declaration For Employees With NO Outside Employment

Step	Action
	 <p><b>Breadcrumbs</b> visually display your navigation path and give you access to the contents of subfolders.</p>
1.	Click the <b>Main Menu</b> menu bar. 
2.	Click the <b>Self Service</b> menu. 
3.	Click the <b>MDC Outside Employment</b> menu. 
4.	Click the <b>Add a New Value</b> tab. 
5.	Click the <b>Add</b> button. 
6.	Click the <b>I am NOT engaged in any type of Outside Employment</b> option. 
7.	Click the <b>SUBMIT</b> button. 
8.	Click the <b>OK</b> button. 
9.	<b>End of Procedure.</b>