Outside Employment Declaration For Employees With NO Outside Employment

Step	Action
1	Favone Main Menu
	Search Menu:
	\otimes
	Ton Menu
	Self Service
	Manager Self Service
	Workforce Development
	The menu Reporting Tools
	Menu to g 📄 PeopleTools
	Highlight: 🗀 Miami-Dade Custom 👘 MDC Outside Employment
	Pecently Miami-Dade HR Custom
	appear ur Change My Password
	menu, loc My Personalizations
	My System Profile
	My Dictionary
	Breadcrumbs visually display
	your navigation path and give
	you access to the contents of
	Subioliders.
1.	Click the Main Menu menu bar.
	Main Menu
2	Click the Solf Service menu
Ζ.	Chek the Sell Service menu.
	Self Service
3.	Click the MDC Outside Employment menu.
	MDC Outside Employment
4.	Click the Add a New Value tab.
	Add a New Value
5.	Click the Add button.
	Add
6.	Click the I am NOT engaged in any type of Outside Employment option.
7.	Click the SUBMIT button.
	SUBMIT
8.	Click the OK button.
	OK
9.	
	End of Froceaure.