# Employees Requesting Permission For Outside Employment
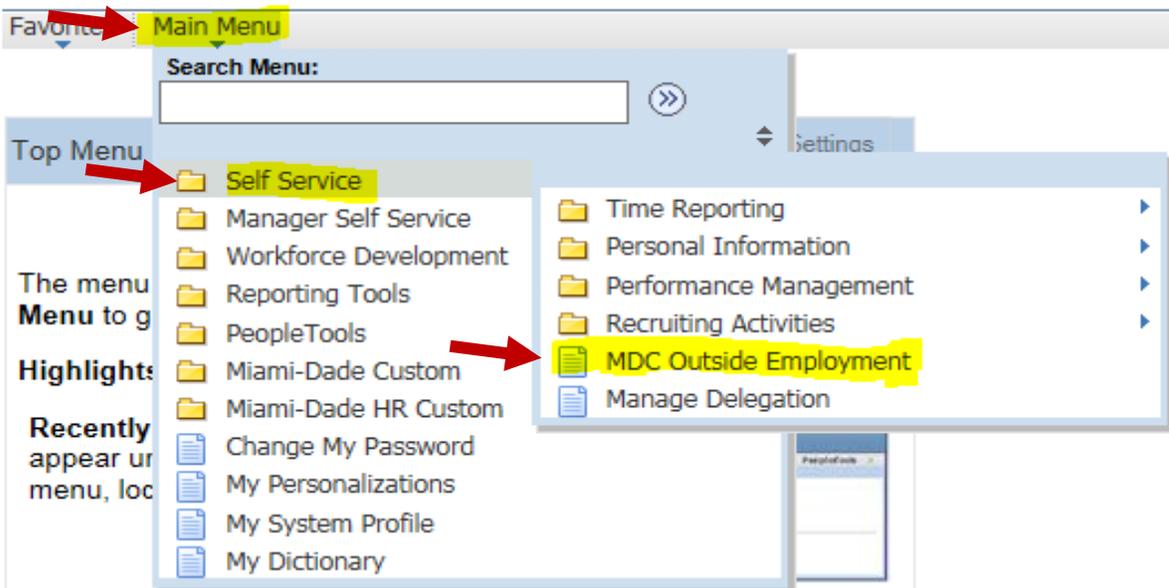
| Step | Action |
|------|--------|
| |  |
| 1. | Click the **Main Menu** button.<br>Main Menu |
| 2. | Click the **Self Service** menu.<br>📁 Self Service ▶ |
| 3. | Click the **MDC Outside Employment** menu.<br>📄 MDC Outside Employment |

| Step | Action |
|---|---|
| | Favorites \| Main Menu > Self Service > MDC Outside Employment<br><br>**MDC OE Declaration**<br><br>Enter any information you have and click Search. Leave fields blank for a list of all values.<br><br>Find an Existing Value \| **Add a New Value** ←<br><br>▼ Search Criteria<br><br>Empl ID: 00119213<br>Calendar Year: [= ▾] [____]<br>Last Name: [begins with ▾] [____]<br>First Name: [begins with ▾] [____]<br>Business Unit: [begins with ▾] [EMPRL]<br><br>[Search] [Clear] Basic Search 🔍 Save Search Criteria |
| 4. | Click the **Add a New Value** tab.<br>[Add a New Value] |
| | Favorites \| Main Menu > Self Service > MDC Outside Employment<br><br>**MDC OE Declaration**<br><br>Find an Existing Value \| Add a New Value<br><br>Empl ID: 00119213<br>Calendar Year: [2018]<br><br>[Add] ← |
| 5. | Click the **Add** button.<br>[Add] |

| Step | Action |
|------|--------|

Favorites | Main Menu > Self Service > MDC Outside Employment

Outside Employment Declaration | Request for Outside Employment | Outside Employment Statement

**Empl ID** 00139073 OCHE PRICHARD

**Calendar Year** 2018 **Submitted Date** 02/26/2018

Pursuant to County Code Section 2-11, any employee engaged in or intending to engage in outside employment must obtain prior approval on an annual basis.

After approval, an employee may accept incidental or occasional outside employment so long as such employment is not contrary, detrimental or adverse to the interest of the County or any its Departments. Administration can deny any employee outside employment at any time.

Military duty (reserve or active), regardless of receipt of compensation or other consideration, is excluded from all Outside Employment application processing.

**I, OCHE PRICHARD, a Miami-Dade County employee of Human Resources, certify that (CHECK ONE):**

I am NOT engaged in any type of outside employment nor do I receive any gratuities or any type of payment from any person, firm corporation, or entity other than Miami-Dade County (regardless of receipt of compensation or other consideration). I am NOT self-employed (regardless of receipt of compensation or other consideration). I do NOT have three (3) or more properties where I receive rental income.

○ *I am NOT engaged in any type of Outside Employment

I AM currently engaged in outside employment, self-employed, and/or receiving rental income from three (3) or more properties. I understand that to continue my outside employment, I must immediately apply for approval from the Department Director. I also understand that I (if a full-time employee) must report outside employment earnings to the Miami-Dade Elections Department by July 1st of each year.

◉ *I AM currently engaged in Outside Employment ←

I attest that the above information is true and correct and understand that failure to strictly comply with the outside employment policy of and/or misrepresentation of any information shall result in disciplinary action up to and including dismissal.

**Employee Name:** OCHE PRICHARD
**Employee ID:** 00139073
**Position Title:** ERP BUSINESS ANALYST 2
**Submitted Date:** 02/26/2018
**Department:** Human Resources

→ SUBMIT

| Step | Action |
|------|--------|
| 6. | Click the **I AM currently engaged in Outside Employment** option. |
| 7. | Click the **SUBMIT** button. <br> SUBMIT |
| 8. | Click the **OK** button. <br> OK |

| Step | Action |
|---|---|



| 9. | Enter the desired information into the **Job Responsibilities** field. |
|---|---|
| 10. | Enter the desired information into the **Company** field. |
| 11. | Enter the desired information into the **Job Title** field. |
| 12. | Enter the desired information into the **Responsibilities** field. |
| 13. | Enter the desired information into the **Location** field. |
| 14. | Enter the desired information into the **Work Schedule** field. |
| 15. | Enter the desired information into the **Weekly hours** field. |
| 16. | Click the **Employer will release you if you are needed by the County?** Click **Yes** or **No** |
| 17. | Click the **Org. Type** list. |
| 18. | Click the **Company or organization that is not a County vendor.** list item. |
| 19. | Click the **I affirm that the information I have provided is true and I pledge** option. |
| 20. | Click the **SUBMIT** button. |
| 21. | **End of Procedure.** |