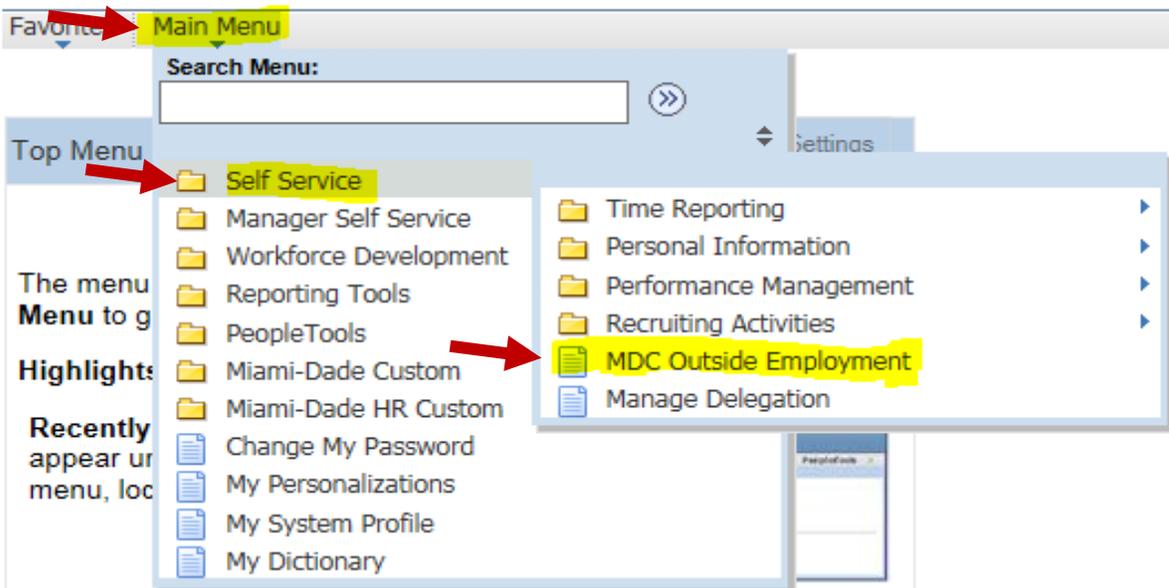
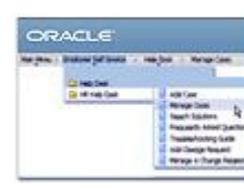
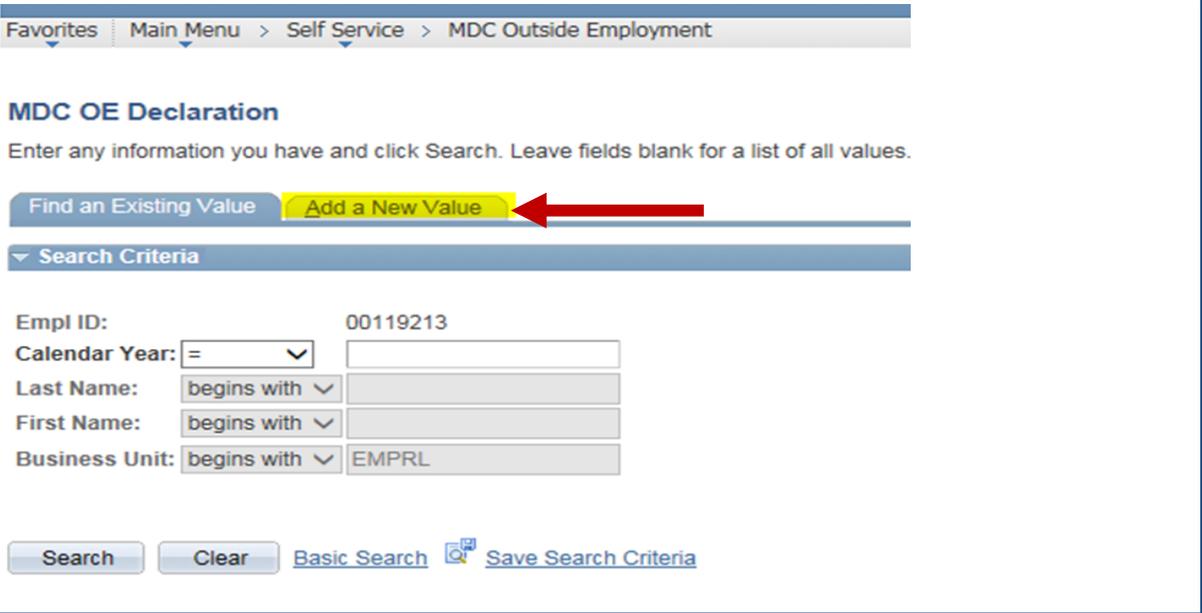
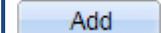


Employees Requesting Permission For Outside Employment

Step	Action
<p> → Main Menu → Self Service → MDC Outside Employment </p> <p> The menu Menu to go Highlights Recently appear on menu, loc </p> <p> Breadcrumbs visually display your navigation path and give you access to the contents of subfolders. </p>  	
1.	Click the Main Menu button. Main Menu
2.	Click the Self Service menu. Self Service
3.	Click the MDC Outside Employment menu. MDC Outside Employment

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

Employees Requesting Permission For Outside Employment

Step	Action																																					
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Favorites Main Menu > Self Service > MDC Outside Employment </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Outside Employment Declaration Request for Outside Employment Outside Employment Statement </div> <table style="width: 100%; border: 1px solid #ccc; margin-bottom: 5px;"> <tr> <td style="width: 15%;">Empl ID</td> <td style="width: 15%;">00139073</td> <td style="width: 15%;">OCHE</td> <td style="width: 15%;">PRICHARD</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>Calendar Year</td> <td>2018</td> <td>Submitted Date</td> <td>02/26/2018</td> <td></td> <td></td> </tr> </table> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="font-size: small;">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.</p> <p style="font-size: small;">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.</p> <p style="font-size: small;">Military duty (reserve or active), regardless of receipt of compensation or other consideration, is excluded from all Outside Employment application processing.</p> </div> <p>I, OCHE PRICHARD, a Miami-Dade County employee of Human Resources, certify that (CHECK ONE):</p> <p style="font-size: small;">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.</p> <p><input type="radio"/> *I am NOT engaged in any type of Outside Employment</p> <p style="font-size: small;">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.</p> <p><input checked="" type="radio"/> *I AM currently engaged in Outside Employment ←</p> <p style="font-size: small;">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.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Employee Name:</td> <td style="width: 20%;">OCHE</td> <td style="width: 20%;">PRICHARD</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>Employee ID:</td> <td colspan="4">00139073</td> </tr> <tr> <td>Position Title:</td> <td colspan="4">ERP BUSINESS ANALYST 2</td> </tr> <tr> <td>Submitted Date:</td> <td colspan="4">02/26/2018</td> </tr> <tr> <td>Department:</td> <td colspan="4">Human Resources</td> </tr> </table> <div style="text-align: right; margin-top: 10px;"> SUBMIT → </div>		Empl ID	00139073	OCHE	PRICHARD			Calendar Year	2018	Submitted Date	02/26/2018			Employee Name:	OCHE	PRICHARD			Employee ID:	00139073				Position Title:	ERP BUSINESS ANALYST 2				Submitted Date:	02/26/2018				Department:	Human Resources			
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Step	Action
	<p>The screenshot shows the 'Request for Outside Employment' form. At the top, there are navigation tabs: 'Outside Employment Declaration', 'Request for Outside Employment' (highlighted in green), and 'Outside Employment Statement'. Below the tabs, there is a breadcrumb trail: 'Favorites Main Menu > Self Service > MDC Outside Employment'. The form displays employee information: Employee Name (OCHE PRICHARD), Empl ID (00139073), Dept. name (Human Resources), ERP BUSINESS ANALYST 2, Calendar Year (2018), and Total Weekly Hours. The 'Present County Employment' section has a 'Job Responsibilities' field with the placeholder text 'List your current job duties here.'. The 'Proposed Outside Employment' section includes fields for *Company, *Job Title, Responsibilities, Location, Work Schedule, *Weekly hours (set to 25), *Employer will release you if you are needed by the County? (Yes), In my outside employment, I am employed by one of the following types of organizations: *Org. Type (Company or organization that is not a County vendor.), and a checkbox for 'I affirm that the information I have provided is true and I pledge to abide by the requirements listed here.'. A yellow 'SUBMIT' button is located at the bottom right of the form.</p>
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.