

## **Miami-Dade County**



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## **Outside Employment Job Aid**

**Course ID: ESS 201**

**Course Title: eProfile, ePay, and  
ePerformance**

***Updated 03-26-2025***

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## PURPOSE AND DESCRIPTION

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### **Purpose**

This document explains the key activities involved in submitting outside employment. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

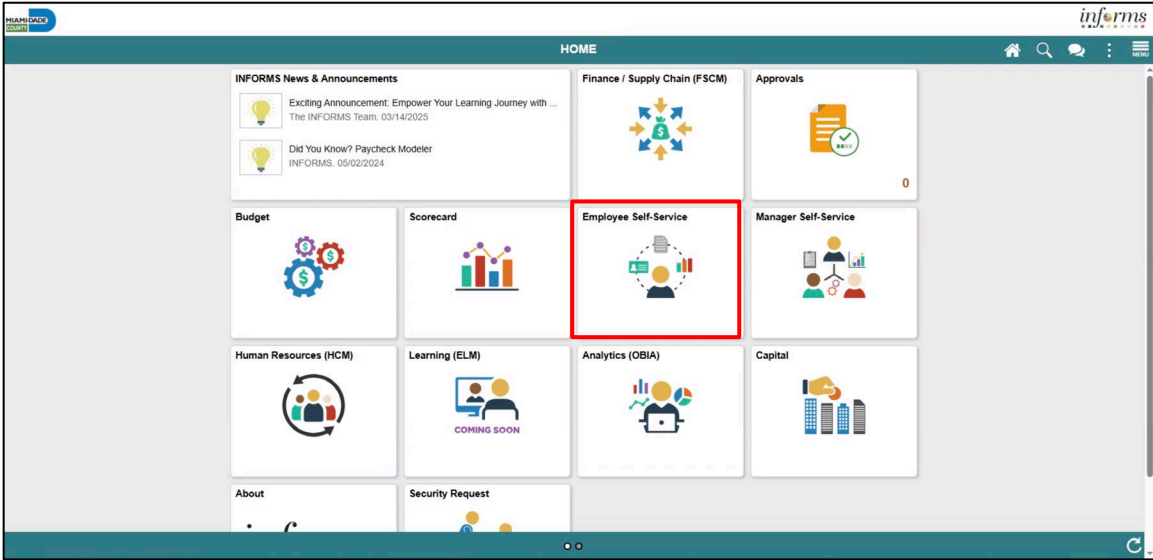
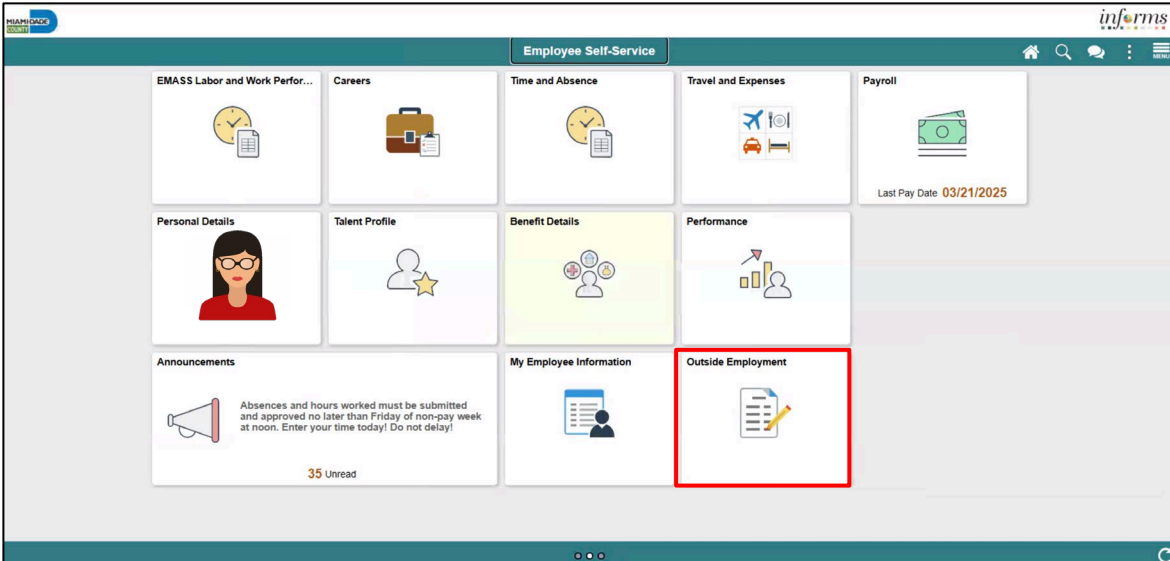
### **Key Points**

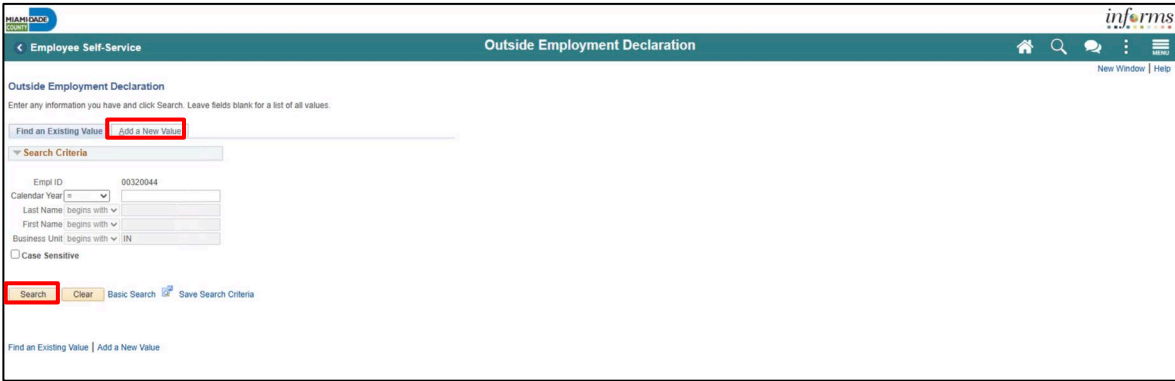
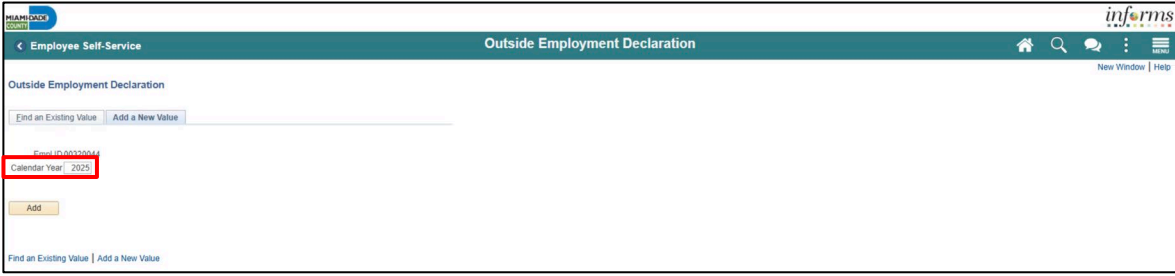
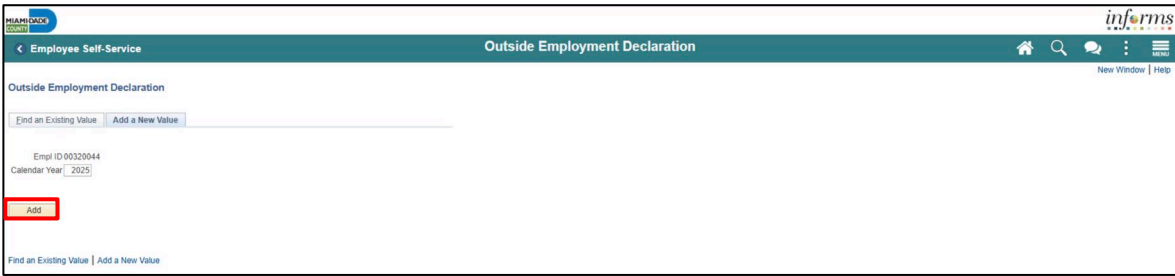
Every year, Employees must certify whether or not they are engaged in any type of outside employment.

### **Note**

Current military duty (reserve or active) is not processed as outside employment and does not need to be declared.


## OUTSIDE EMPLOYMENT

Step	Action
1.	Log in to <b>INFORMS</b> .
2.	Select <b>Employee Self Service</b> . 
3.	Select <b>Outside Employment</b> . 

Step	Action
4.	<p>Select the <b>Search</b> button to search for an existing Outside Employment Declaration. To complete a new Outside Employment Declaration, select the <b>Add a New Value</b> tab.</p> 
5.	<p>Enter current year in <b>Calendar Year</b> field.</p> 
6.	<p>Select <b>Add</b>.</p> 

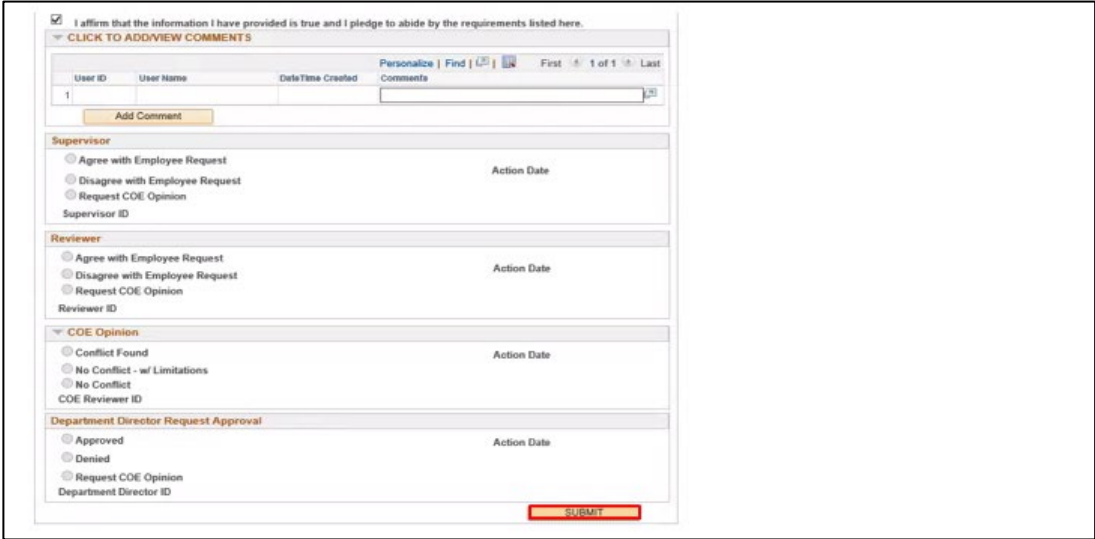
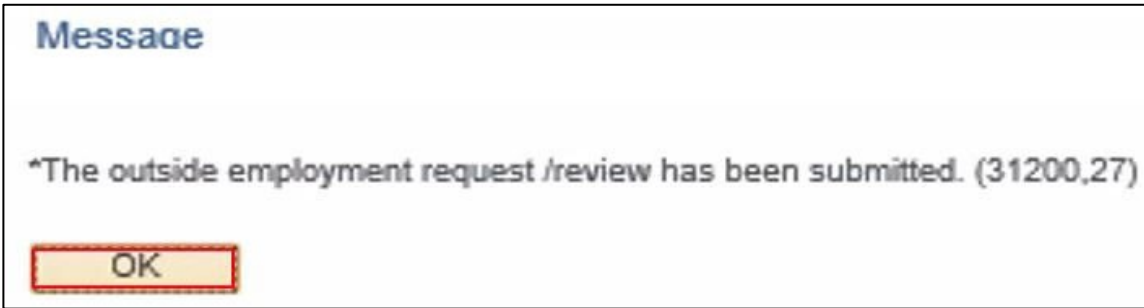
Step	Action
7.	<p>If the Employee is NOT engaged in any type of outside employment:</p> <ul style="list-style-type: none"> <li>• Select <b>I am NOT engaged in any type of Outside Employment.</b></li> <li>• Select <b>SUBMIT.</b></li> </ul> <div data-bbox="277 527 1369 989"> <p>I, Rodrigo Odom, a Miami-Dade County employee of Community Action &amp; Human Svcs, certify that (CHECK ONE):</p> <p><input checked="" type="radio"/> <b>I am NOT engaged in any type of Outside Employment</b></p> <p>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 own three (3) or more rental units.</p> <p><input type="radio"/> <b>I AM currently engaged in / requesting Outside Employment</b></p> <p>I AM currently engaged in / requesting outside employment, self-employed, and/or own three (3) or more rental units. 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>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> <p style="text-align: right;"><b>SUBMIT</b></p> </div>
8.	<p>Select <b>OK</b></p> <div data-bbox="277 1115 1417 1486"> <p><b>Message</b></p> <p>*Your outside employment declaration has been submitted. (31200,15)</p> <p>In the FUTURE if you decide to engage in outside employment, revisit this system and click on tab above to submit a Request for Outside Employment. You may not engage in outside employment until you have the approval of the Department Director.</p> <p><b>OK</b></p> </div> <p><b>Note:</b> If the Employee is engaged in any outside employment, go to <b>Step 7.</b></p>

Step	Action
9.	<p>Complete the following only if the Employee <b>IS</b> engaged in/requesting outside employment:</p> <ul style="list-style-type: none"> <li>• Select <b>I AM currently engaged in / requesting Outside Employment.</b></li> <li>• Select <b>SUBMIT.</b></li> </ul> <div data-bbox="277 527 1365 989"> <p>I, Rodrigo Odom, a Miami-Dade County employee of Community Action &amp; Human Svcs, certify that (CHECK ONE):</p> <p><input type="radio"/> I am NOT engaged in any type of Outside Employment</p> <p>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 own three (3) or more rental units.</p> <p><input checked="" type="radio"/> I AM currently engaged in / requesting Outside Employment</p> <p>I AM currently engaged in / requesting outside employment, self-employed, and/or own three (3) or more rental units. 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>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> <p>Employee Name: Rodrigo Odom  Employee ID: 00017048  Position Title: Social Worker Aide  Submitted Date: 09/20/2022  Department: Community Action &amp; Human Svcs</p> <p><b>SUBMIT</b></p> </div>
10.	<p>Select <b>OK.</b></p> <p>A message will appear confirming your submission and instructing you on the next steps.</p> <div data-bbox="277 1125 1414 1430"> <p><b>Message</b></p> <p>*Your outside employment declaration has been submitted. (31200,16)</p> <p>Based on your declaration, you <b>MUST</b> click on the Request for Outside Employment tab above to complete the process. Ongoing outside employment requires re-approval on an <b>ANNUAL BASIS</b> - even in cases where the type of outside employment has not changed.</p> <p><b>OK</b></p> </div>

Step	Action
11.	<p>Complete the <b>Present County Employment</b> section as follows:</p> <ul style="list-style-type: none"> <li>Enter job duties performed at MDC in <b>Job Responsibilities</b>.</li> <li>Enter hours worked at MDC in <b>Current Schedule (i.e. 8am-5pm)</b>.</li> </ul> <div data-bbox="276 489 1362 928">  </div> <p><b>Note:</b> The fields in this section are found on the <b>Request for Outside Employment</b> tab.</p>

Step	Action
12.	<p>Complete the <b>Proposed Outside Employment</b> section as follows:</p> <ul style="list-style-type: none"> <li>• Enter the outside employer in <b>Company</b>.</li> <li>• Enter the outside job title in <b>Job Title</b>.</li> <li>• Enter job duties to be performed at the outside job in <b>Responsibilities</b>.</li> <li>• Enter the outside job location in <b>Location</b>.</li> <li>• Enter the weekly work schedule to be worked at the outside job in <b>Work Schedule</b>.</li> <li>• Enter the number of hours to be worked each week at the outside job in <b>Weekly Hours</b>.</li> <li>• Select the <b>Organization Type</b> lookup button and select the Organization Type that applies to the outside job.</li> <li>• Select <b>I affirm that the information I have provided is true and I pledge to abide by the requirements listed here.</b></li> </ul> <div data-bbox="277 783 1370 1257"> </div>



Step	Action
13.	<p>Select <b>Submit</b>.</p>  <p><b>Note:</b> Scroll down to navigate to the <b>Submit</b> button, if necessary.</p>
14.	<p>A message will appear confirming your submission.</p>  <p>Select <b>OK</b>.</p>