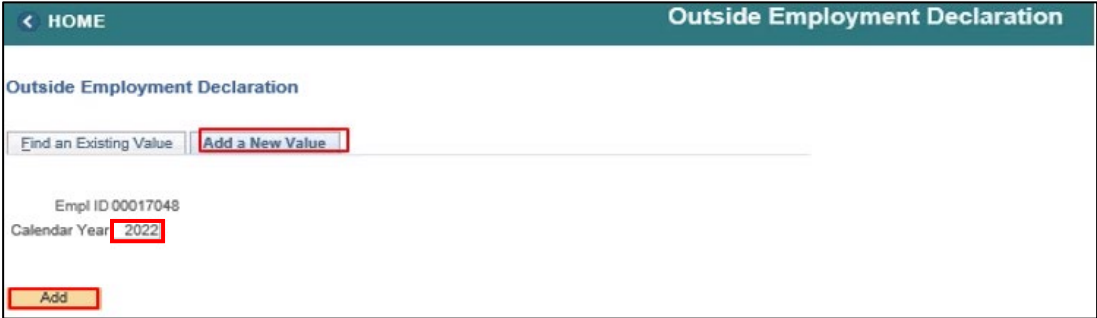


Step	Action
	<p>Every year, Employees must certify whether or not they are engaged in any type of outside employment.</p> <p>Note: Current military duty (reserve or active) is not processed as outside employment and does not need to be declared.</p>
1.	<p>Navigate to: NavBar > Navigator > Human Resources (HCM) > Self Service > Outside Employment > Outside Employment Declaration.</p>
2.	<ul style="list-style-type: none"> • Select Add a New Value. • Enter current year in Calendar Year field. • Select Add. 

3. If the Employee is NOT engaged in any type of outside employment:

- Select **I am NOT engaged in any type of Outside Employment.**
- Select **SUBMIT.**

I, Rodrigo Odom, a Miami-Dade County employee of Community Action & Human Svcs, certify that (CHECK ONE):

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

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.

***I AM currently engaged in / requesting Outside Employment**

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.

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.

SUBMIT

Select **OK.**

Message

*Your outside employment declaration has been submitted. (31200,15)

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.

OK

Note: If the Employee is engaged in any outside employment, go to **Step 4.**

Complete the following only if the Employee **IS** engaged in/requesting outside employment:

- Select **I AM currently engaged in / requesting Outside Employment.**
- Select **SUBMIT.**

4.

I, Rodrigo Odom, a Miami-Dade County employee of Community Action & Human Svcs, certify that (CHECK ONE):

I am NOT engaged in any type of Outside Employment

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.

I AM currently engaged in / requesting Outside Employment

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.

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: Rodrigo Odom
Employee ID: 00017048
Position Title: Social Worker Aide
Submitted Date: 09/20/2022
Department: Community Action & Human Svcs

SUBMIT

Select **OK.**

A message will appear confirming your submission and instructing you on the next steps.

Message

*Your outside employment declaration has been submitted. (31200,16)

Based on your declaration, you **MUST** click on the Request for Outside Employment tab above to complete the process. Ongoing outside employment requires re-approval on an ANNUAL BASIS - even in cases where the type of outside employment has not changed.

OK

5.

Complete the **Present County Employment** section as follows:

- Enter job duties performed at MDC in **Job Responsibilities**.
- Enter hours worked at MDC in **Current Schedule (i.e. 8am-5pm)**.

5. Complete the **Present County Employment** section as follows:

- Enter job duties performed at MDC in **Job Responsibilities**.
- Enter hours worked at MDC in **Current Schedule (i.e. 8am-5pm)**.

The screenshot shows the 'Request for Outside Employment' tab selected. The 'Present County Employment' section is highlighted with a red box. It contains two input fields: 'Job Responsibilities' with the text 'SOCIAL WORKER AIDE' and 'Current Schedule (i.e. 8am-5pm)' with the text '8AM-5PM'. Above this section, employee information is displayed: Employee Name (Rodrigo Odom), Dept. Name (Community Action & Human Svcs), Calendar Year (2022), Empl ID (00017048), Title (Social Worker Aide), and Total Weekly Hours.

Note: The fields in this section are found on the **Request for Outside Employment** tab.

Complete the **Proposed Outside Employment** section as follows:

- Enter the outside employer in **Company**.
- Enter the outside job title in **Job Title**.
- Enter job duties to be performed at the outside job in **Responsibilities**.
- Enter the outside job location in **Location**.
- Enter the weekly work schedule to be worked at the outside job in **Work Schedule**.
- Enter the number of hours to be worked each week at the outside job in **Weekly Hours**.
- Select the **Organization Type** lookup button and select the Organization Type that applies to the outside job.
- Select **I affirm that the information I have provided is true and I pledge to abide by the requirements listed here.**

6.

- Select **Submit**.

Note: Scroll down to navigate to the **Submit** button, if necessary.

7.	<p>A message will appear confirming your submission.</p> <p>Select OK.</p> <div data-bbox="305 363 1442 667" style="border: 1px solid black; padding: 10px;"><p>Message</p><p>^The outside employment request /review has been submitted. (31200,27)</p><p>OK</p></div>
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