

Miami-Dade County



Outside Employment Job Aid

Course ID: ESS 201

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

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PURPOSE AND DESCRIPTION

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.

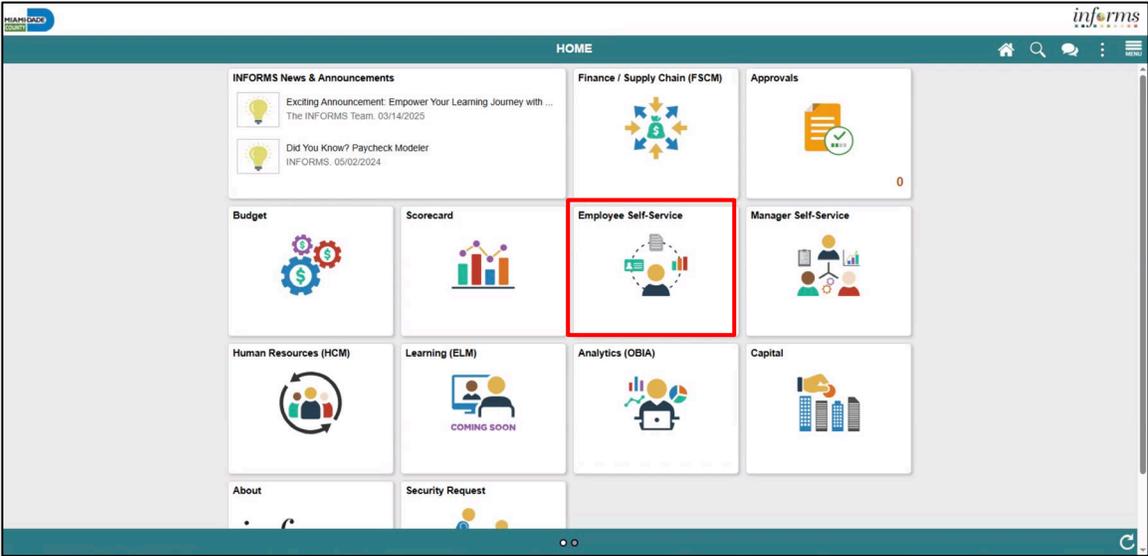
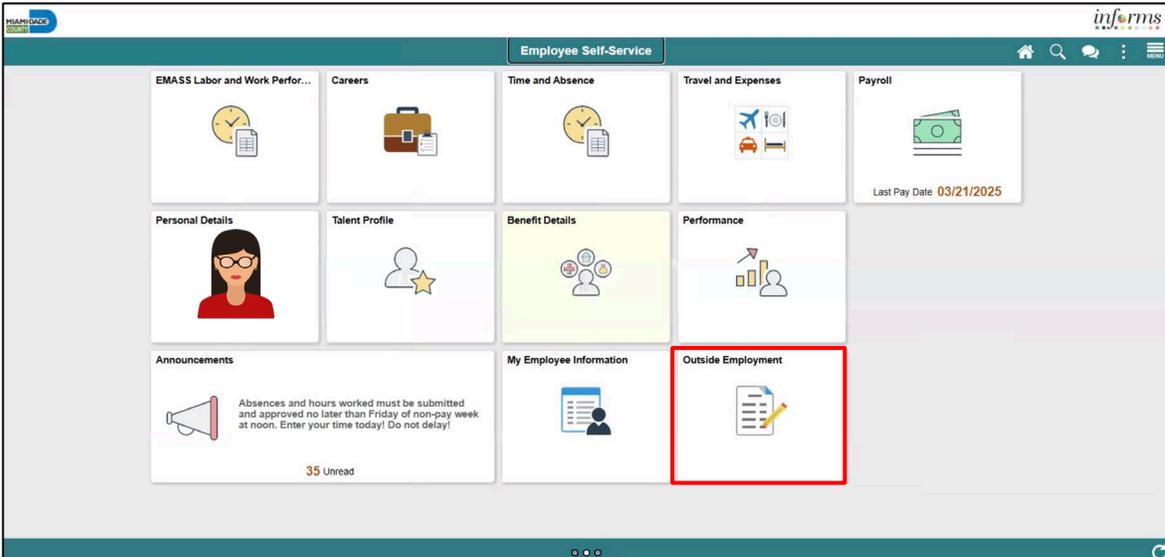
Key Points

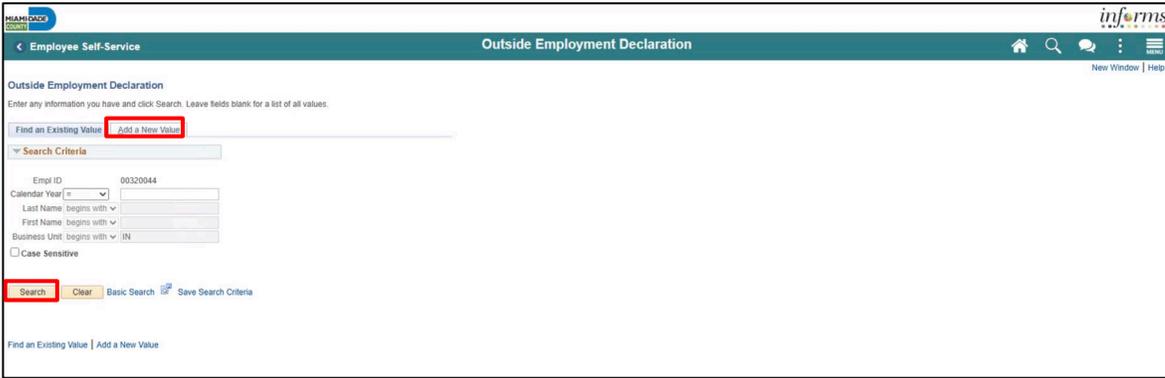
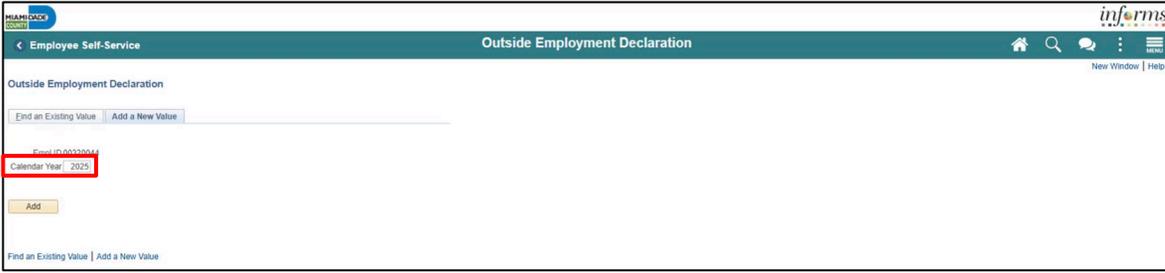
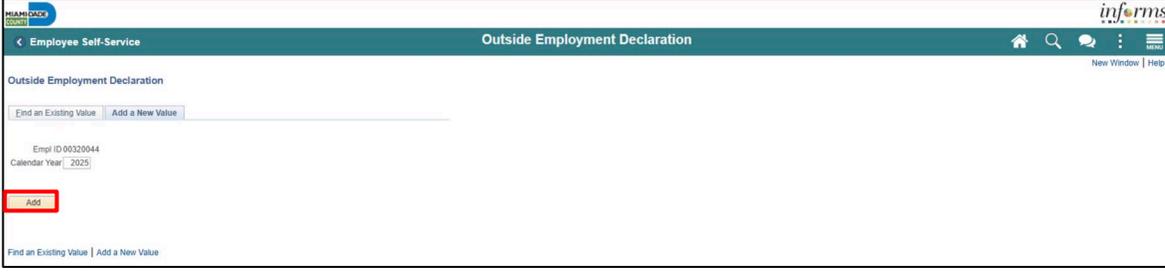
Every year, Employees must certify whether or not they are engaged in any type of outside employment.

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 INFORMS .
2.	<p>Select Employee Self Service.</p>  <p>The screenshot shows the INFORMS HOME dashboard. The 'Employee Self-Service' tile is highlighted with a red border. Other tiles include: INFORMS News & Announcements, Finance / Supply Chain (FSCM), Approvals, Budget, Scorecard, Manager Self-Service, Human Resources (HCM), Learning (ELM), Analytics (OBIA), Capital, About, and Security Request.</p>
3.	<p>Select Outside Employment.</p>  <p>The screenshot shows the Employee Self-Service dashboard. The 'Outside Employment' tile is highlighted with a red border. Other tiles include: EMASS Labor and Work Perform..., Careers, Time and Absence, Travel and Expenses, Payroll, Personal Details, Talent Profile, Benefit Details, Performance, Announcements, My Employee Information, and Outside Employment.</p>

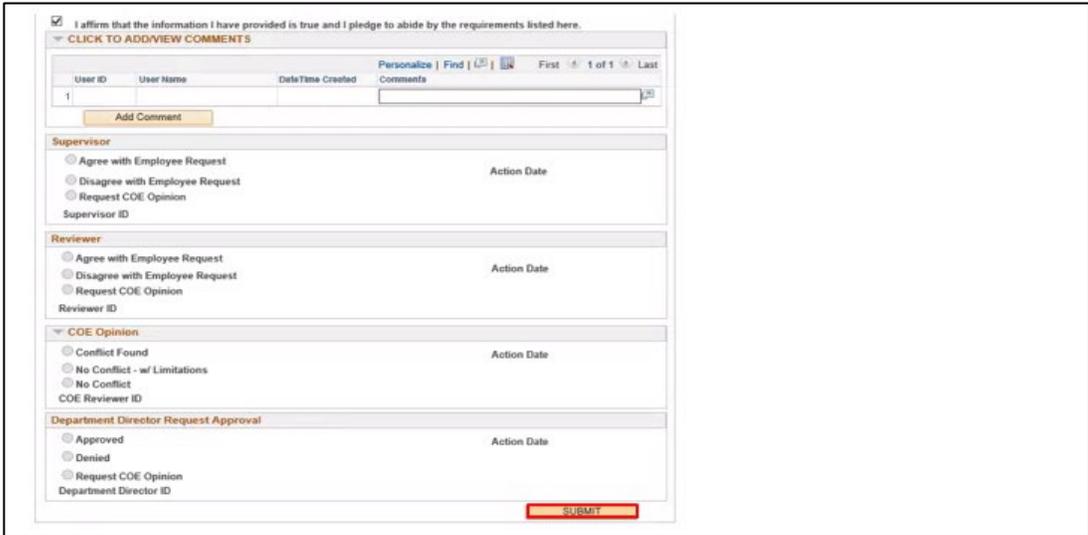
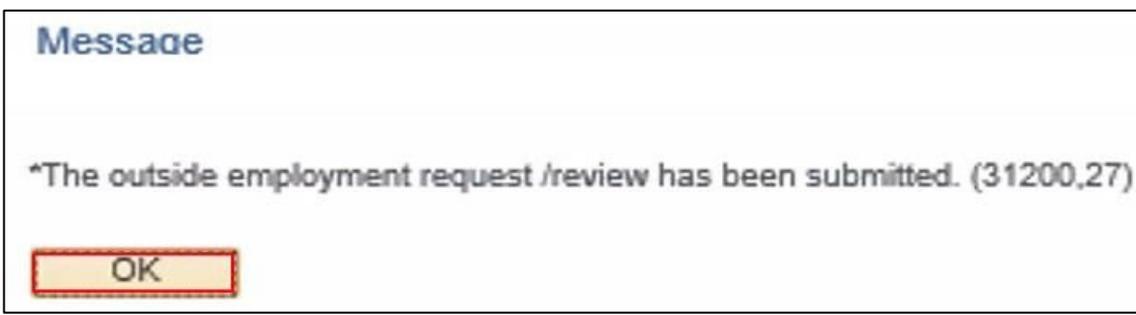
Step	Action
4.	<p>Select the Search button to search for an existing Outside Employment Declaration. To complete a new Outside Employment Declaration, select the Add a New Value tab.</p> 
5.	<p>Enter current year in Calendar Year field.</p> 
6.	<p>Select Add.</p> 

Step	Action
7.	<p>If the Employee is NOT engaged in any type of outside employment:</p> <ul style="list-style-type: none"> • Select I am NOT engaged in any type of Outside Employment. • Select SUBMIT. <div data-bbox="277 527 1365 989" style="border: 1px solid black; padding: 10px;"> <p>I, Rodrigo Odom, a Miami-Dade County employee of Community Action & Human Svcs, certify that (CHECK ONE):</p> <p><input checked="" 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 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 style="text-align: right;">SUBMIT</p> </div>
8.	<p>Select OK</p> <div data-bbox="277 1115 1414 1486" style="border: 1px solid black; padding: 10px;"> <p>Message</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 style="text-align: center;">OK</p> </div> <p>Note: If the Employee is engaged in any outside employment, go to Step 7.</p>

Step	Action
9.	<p>Complete the following only if the Employee IS engaged in/requesting outside employment:</p> <ul style="list-style-type: none"> • Select I AM currently engaged in / requesting Outside Employment. • Select SUBMIT. <div data-bbox="277 527 1365 989" style="border: 1px solid black; padding: 10px;"> <p>I, Rodrigo Odom, a Miami-Dade County employee of Community Action & 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 & Human Svcs</p> <p style="text-align: right;">SUBMIT</p> </div>
10.	<p>Select OK.</p> <p>A message will appear confirming your submission and instructing you on the next steps.</p> <div data-bbox="277 1125 1414 1430" style="border: 1px solid black; padding: 10px;"> <p>Message</p> <p>*Your outside employment declaration has been submitted. (31200,16)</p> <p>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.</p> <p style="text-align: center;">OK</p> </div>

Step	Action
11.	<p>Complete the Present County Employment section as follows:</p> <ul style="list-style-type: none"> • Enter job duties performed at MDC in Job Responsibilities. • Enter hours worked at MDC in Current Schedule (i.e. 8am-5pm). <div data-bbox="277 489 1365 930" style="border: 1px solid black; padding: 5px;">  <p>The screenshot shows a web interface for 'Outside Employment Declaration'. At the top, there are three tabs: 'Outside Employment Declaration', 'Request for Outside Employment' (which is active), and 'Outside Employment Statement'. Below the tabs, there is a section for 'MDC Outside Employment Information' with fields for Employee Name (Rodrigo Odom), Dept. Name (Community Action & Human Svcs), Calendar Year (2022), Empl ID (00017048), Title (Social Worker Aide), and Total Weekly Hours. Below this is a section for 'Present County Employment' which is highlighted with a red border. 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'.</p> </div> <p>Note: The fields in this section are found on the Request for Outside Employment tab.</p>

Step	Action
12.	<p>Complete the Proposed Outside Employment section as follows:</p> <ul style="list-style-type: none"> • 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. <div data-bbox="277 785 1370 1257" style="border: 1px solid red; padding: 5px;"> <p>Proposed Outside Employment Find View All First 1 of 1 Last</p> <p>*Company: UBER EATS Request ID: [+ -]</p> <p>*Job Title: DELIVERY DRIVER Status: Supervisor Pending</p> <p>*Responsibilities: DELIVER GOODS TO LOCATIONS VIA UBER EATS APPLICATION [?]</p> <p>*Location: REMOTE</p> <p>*Work Schedule: FLEXIBLE SCHEDULE AFTER WORK HOURS</p> <p>*Weekly Hours: 8.00 *Employer will release you if you are needed by the County? Yes [v]</p> <p>In my outside employment, I am employed by one of the following types of organizations:</p> <p>*Organization Type: NCV [?] Company or organization that is not a County vendor.</p> <p><input checked="" type="checkbox"/> I affirm that the information I have provided is true and I pledge to abide by the requirements listed here.</p> </div>

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