KEAN | workday

My Guide

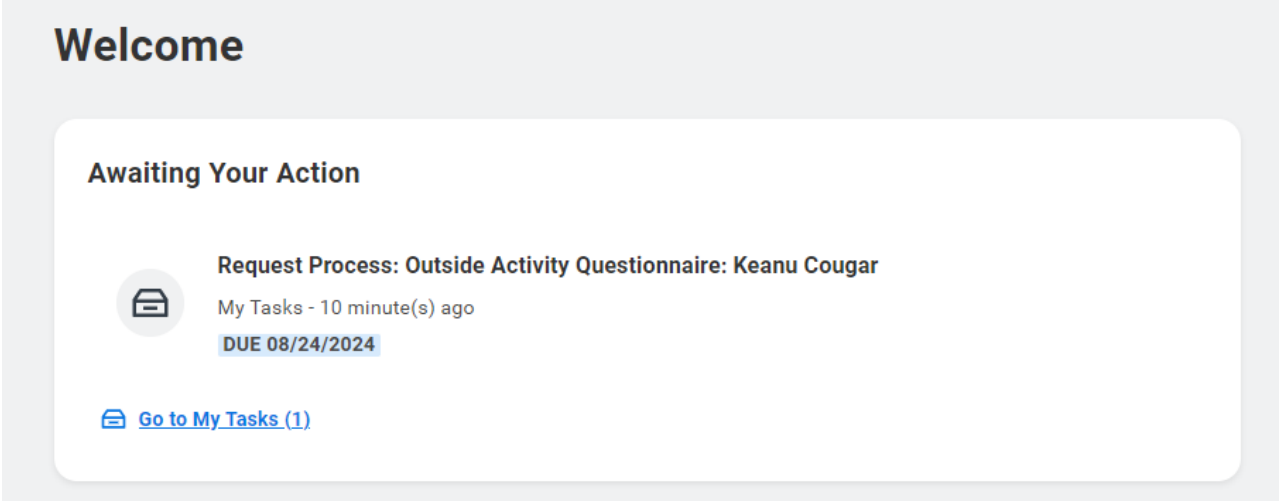
Outside Activity Questionnaire Manager Processing Guide



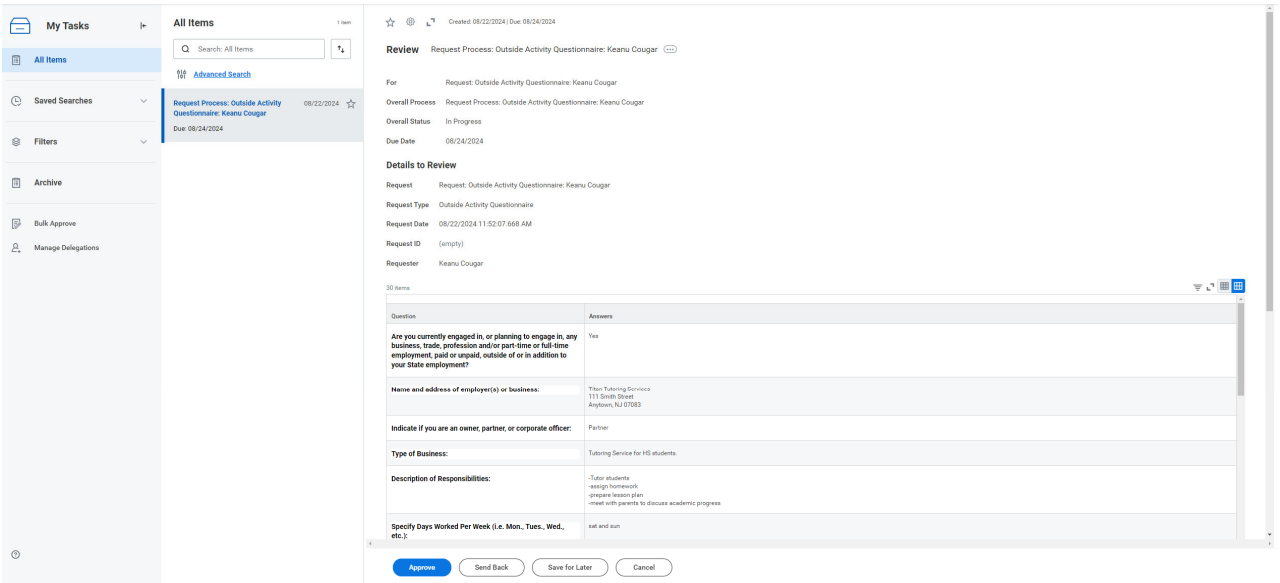
Outside Activity Questionnaire

Please use this guide to process Outside Activity Questionnaire submissions.

Step 1: Click on the Inbox item shown below.

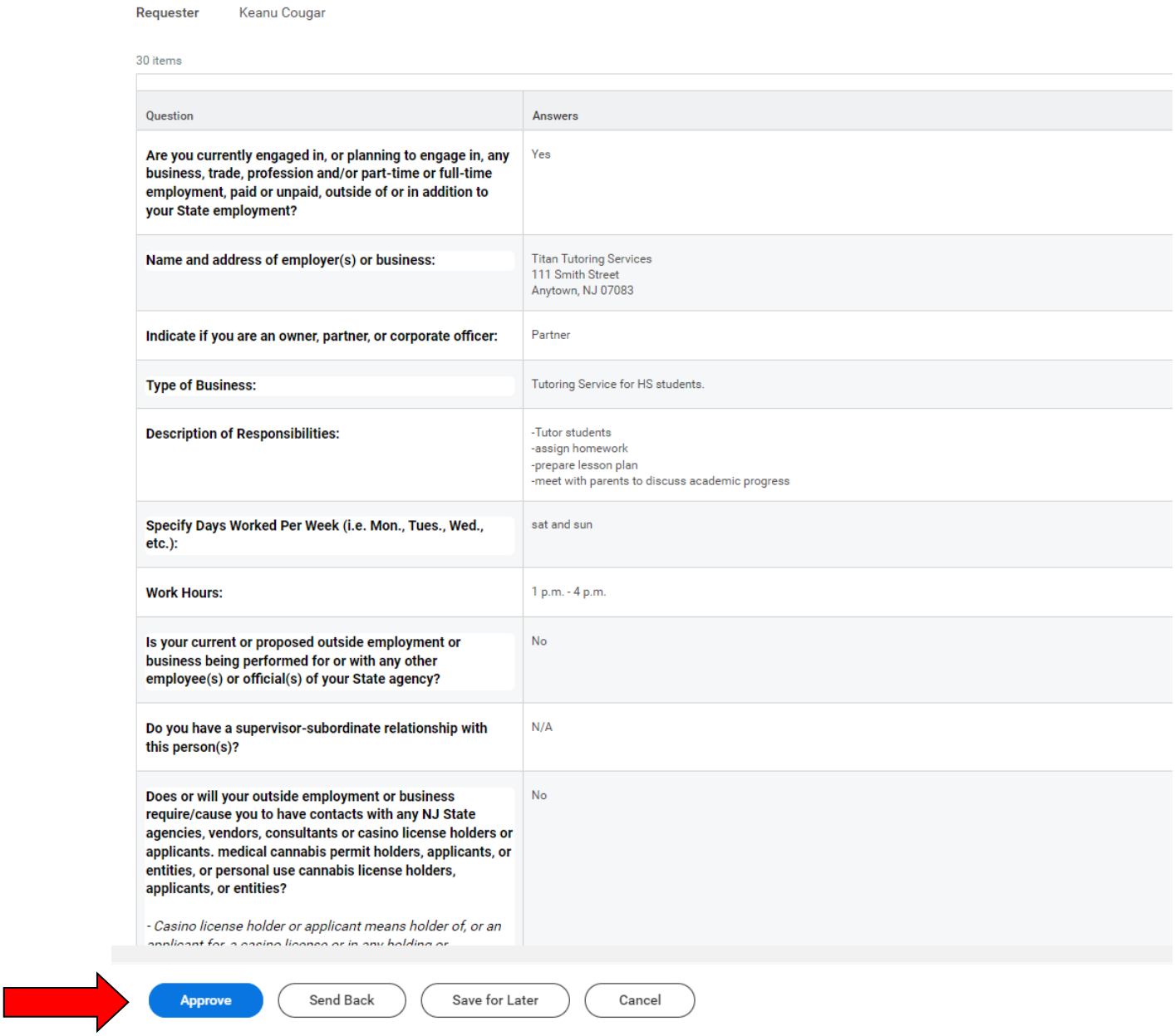


Step 2: This will bring you to the item in your Inbox.



Step 3: Review the information within the Questionnaire. If the Questionnaire is complete, click "Approve". If any information was omitted, you may click the "Send Back" button and the Questionnaire will go back to the employee's Workday inbox.

If you have any questions regarding information entered on the Questionnaire, please contact the Ethics Office.



Requester Keanu Cougar

30 items

Question	Answers
Are you currently engaged in, or planning to engage in, any business, trade, profession and/or part-time or full-time employment, paid or unpaid, outside of or in addition to your State employment?	Yes
Name and address of employer(s) or business:	Titan Tutoring Services 111 Smith Street Anytown, NJ 07083
Indicate if you are an owner, partner, or corporate officer:	Partner
Type of Business:	Tutoring Service for HS students.
Description of Responsibilities:	-Tutor students -assign homework -prepare lesson plan -meet with parents to discuss academic progress
Specify Days Worked Per Week (i.e. Mon., Tues., Wed., etc.):	sat and sun
Work Hours:	1 p.m. - 4 p.m.
Is your current or proposed outside employment or business being performed for or with any other employee(s) or official(s) of your State agency?	No
Do you have a supervisor-subordinate relationship with this person(s)?	N/A
Does or will your outside employment or business require/cause you to have contacts with any NJ State agencies, vendors, consultants or casino license holders or applicants. medical cannabis permit holders, applicants, or entities, or personal use cannabis license holders, applicants, or entities? *- Casino license holder or applicant means holder of, or an applicant for, a casino license or in any holding or*	No

Approve Send Back Save for Later Cancel

The request will then go to the Ethics Office for review.