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My Guide

Outside Employment Questionnaire Completion Guide

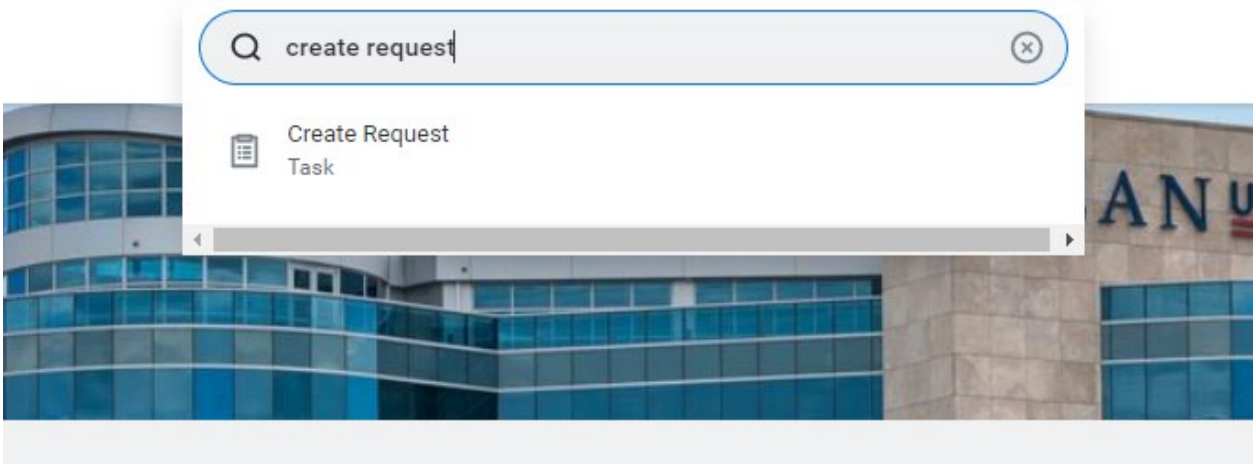


State of New Jersey Outside Employment Questionnaire for Special State Officers and Special State Employees Completion Guide

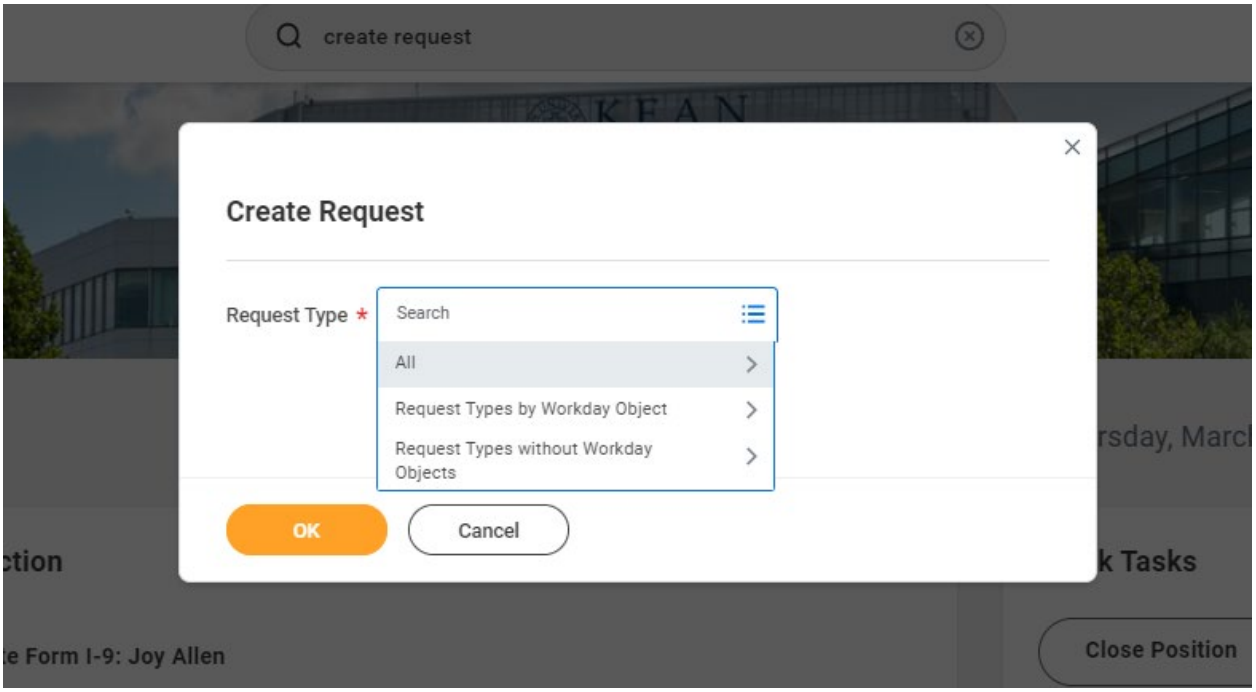
Please use this guide to complete the Outside Employment Questionnaire. This questionnaire is to be completed by Adjuncts and Academic Specialists only.

Employees will receive email confirmation once the questionnaire has been submitted.

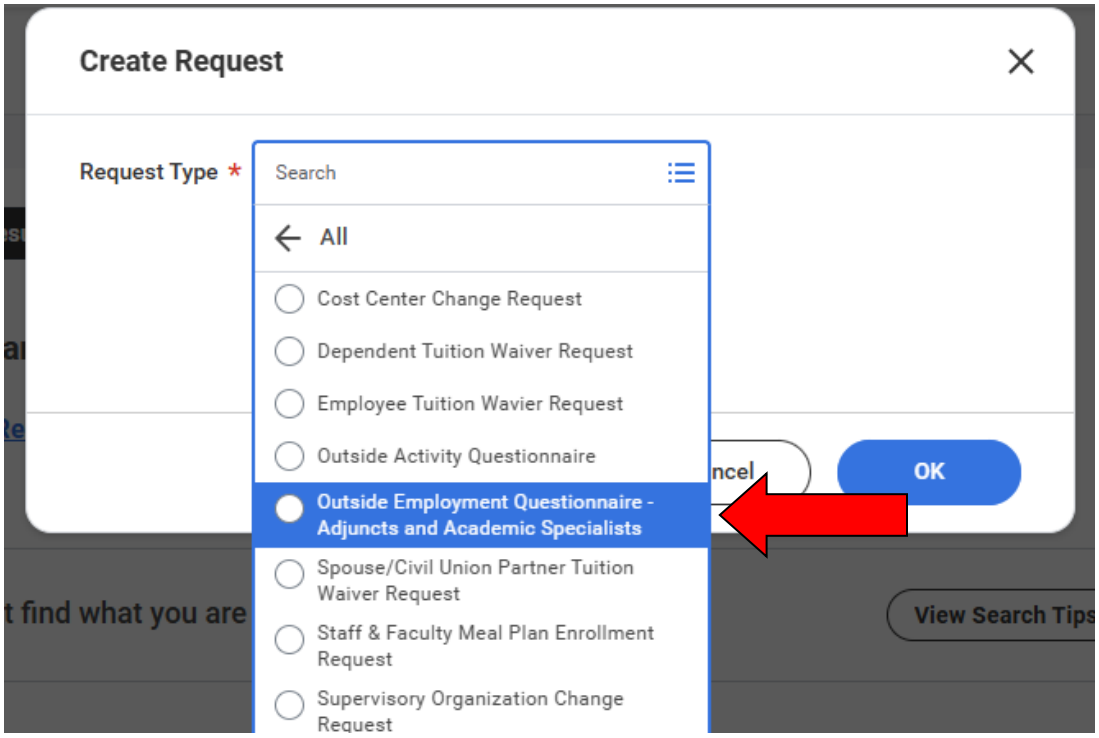
Step 1: Type "Create Request" in Search Bar and select the "Create Request" Task



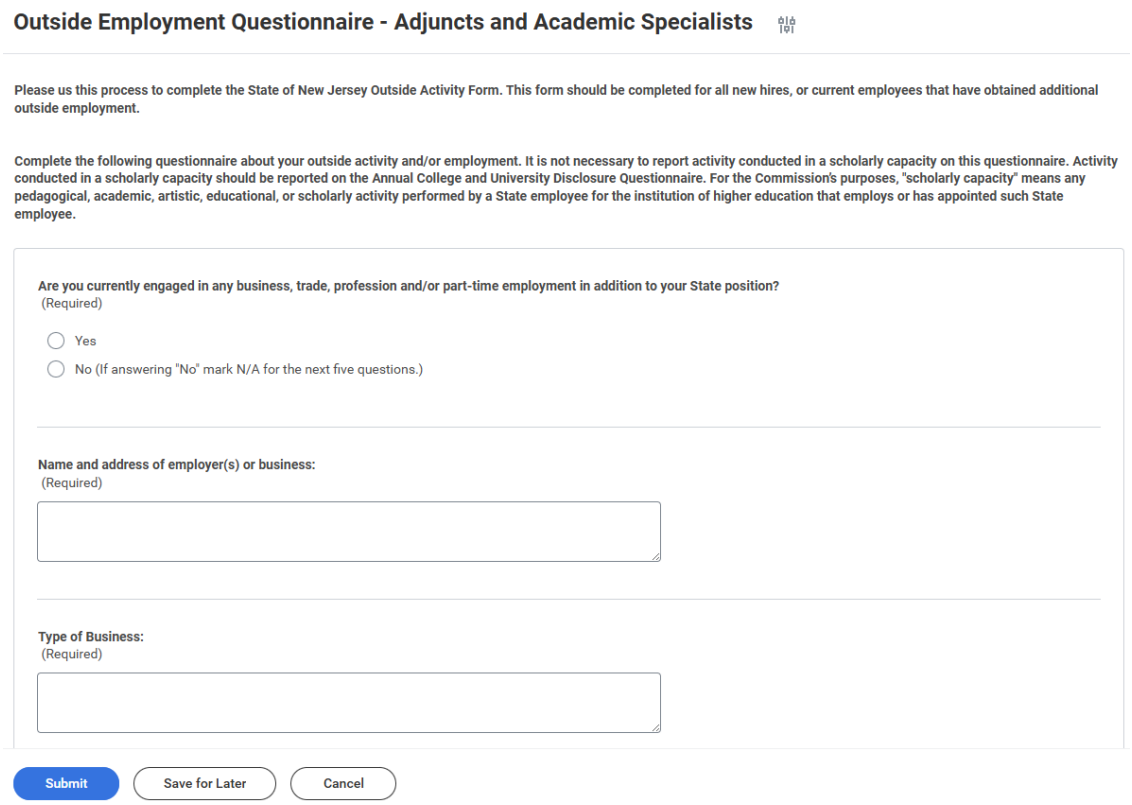
Step 2: At the next prompt you will select "All":



Step 3: Select "Outside Employment Questionnaire – Adjuncts and Academic Specialists"

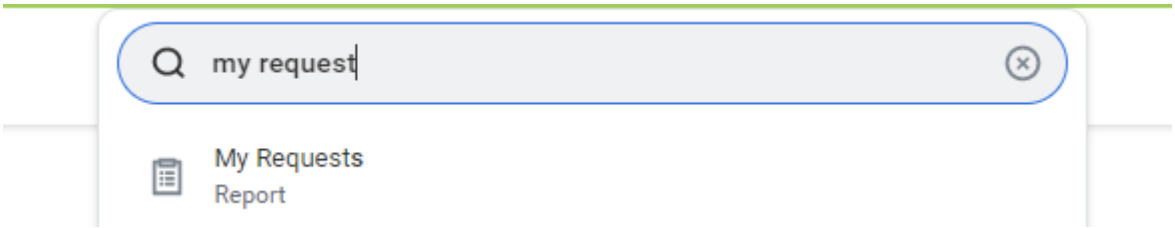


Step 4: Once you have completed the questionnaire, click Submit.



Once submitted, the Request will be routed to the Ethics Liaison Officer. You will receive a system-generated notification confirming the submission of your request.

By typing "My Requests" into the search bar, you can access the My Requests report to review the status of your current and previously submitted requests.



If you need assistance or have questions regarding the Outside Employment Questionnaire please reach out to our Ethics Liaison Officer via email at knemeth@exchange.kean.edu

Please feel free to email Workday@kean.edu if you have any questions throughout the process.