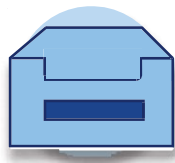




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## Outside Employment Questionnaire Completion Guide

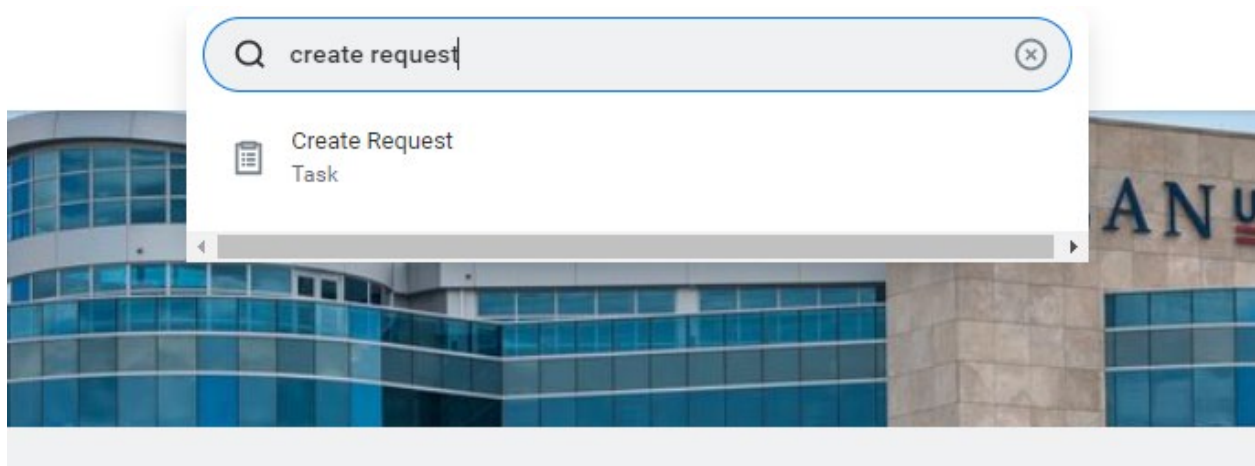


## State of New Jersey Outside Employment Questionnaire for Special State Officers and Special State Employees Completion Guide

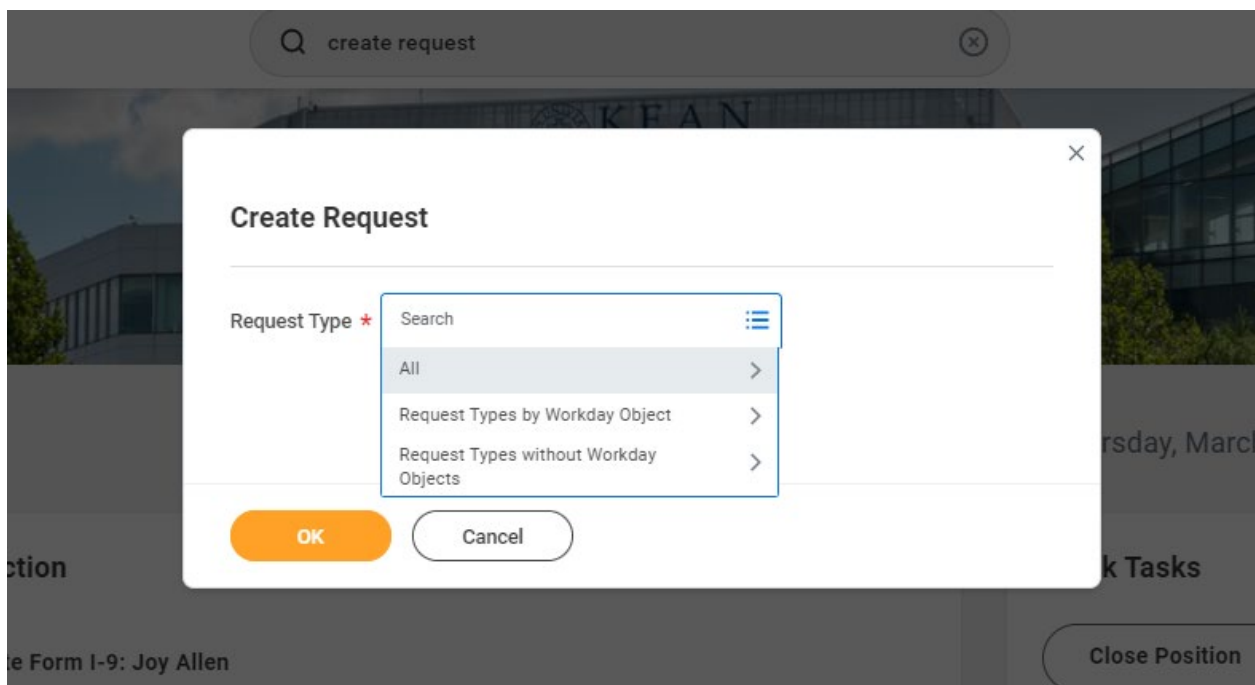
Please use this guide to complete the Outside Employment Questionnaire. This questionnaire is to be completed by Adjuncts and Academic Specialists only.

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

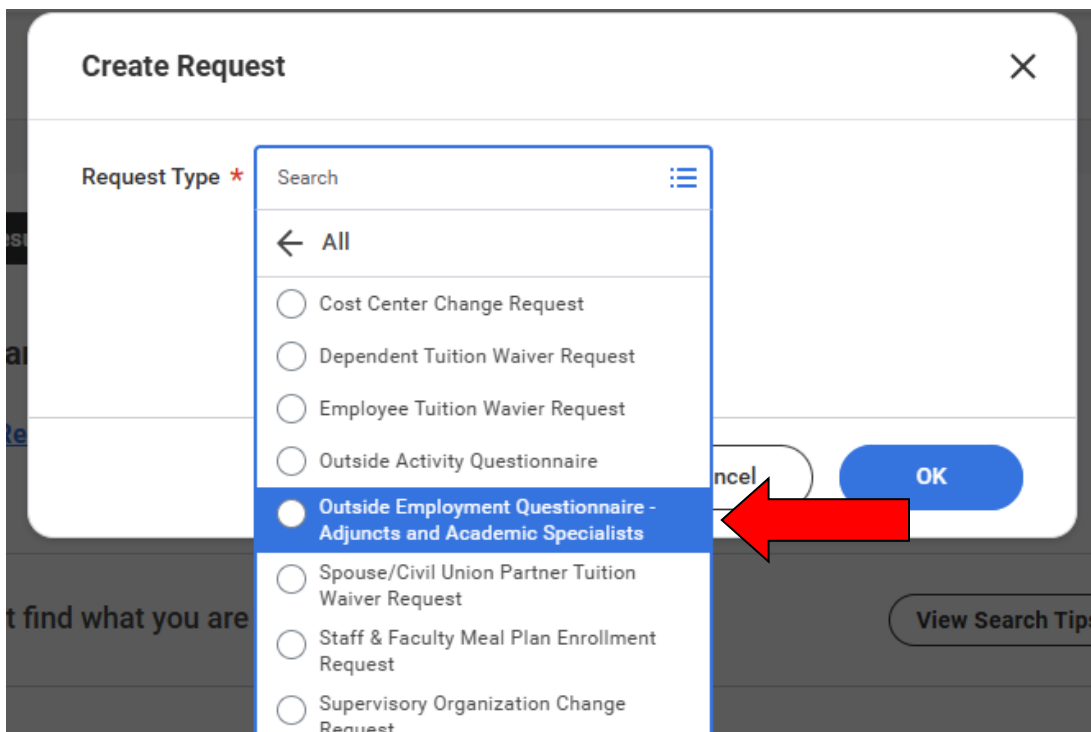
**Step 1: Type “Create Request” in Search Bar and select the “Create Request” Task**



**Step 2: At the next prompt you will select “All”:**



### Step 3: Select “Outside Employment Questionnaire – Adjuncts and Academic Specialists”



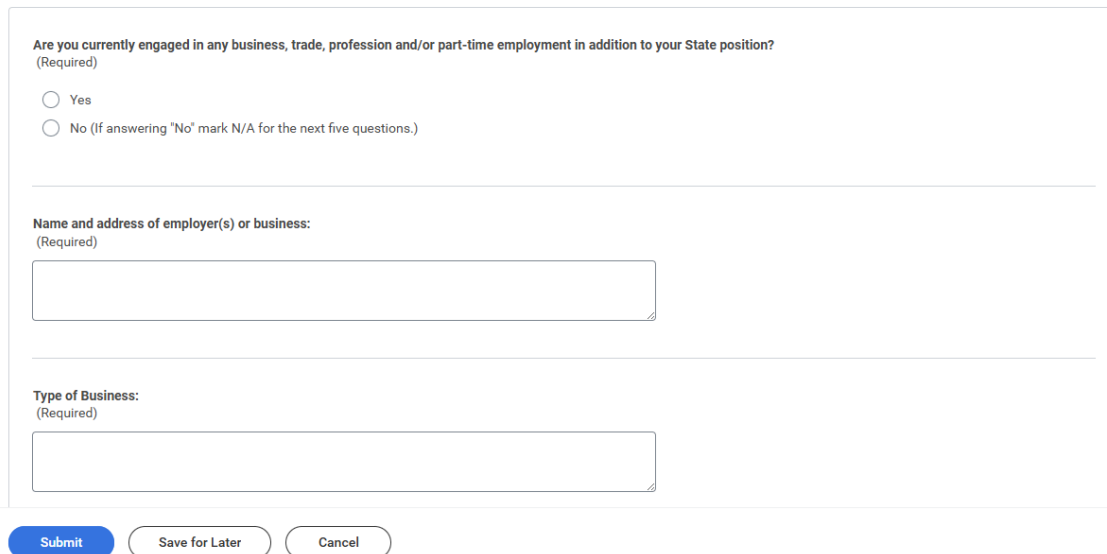
The screenshot shows a 'Create Request' dialog box with a search bar and a list of request types. The 'Request Type' dropdown is open, displaying a list of options. A red arrow points to the option 'Outside Employment Questionnaire - Adjuncts and Academic Specialists', which is currently selected. Other options include 'Cost Center Change Request', 'Dependent Tuition Waiver Request', 'Employee Tuition Wavier Request', 'Outside Activity Questionnaire', 'Spouse/Civil Union Partner Tuition Waiver Request', 'Staff & Faculty Meal Plan Enrollment Request', and 'Supervisory Organization Change Request'. The dialog box also features 'Cancel' and 'OK' buttons.

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

#### Outside Employment Questionnaire - Adjuncts and Academic Specialists

Please use this process to complete the State of New Jersey Outside Activity Form. This form should be completed for all new hires, or current employees that have obtained additional outside employment.

Complete the following questionnaire about your outside activity and/or employment. It is not necessary to report activity conducted in a scholarly capacity on this questionnaire. Activity conducted in a scholarly capacity should be reported on the Annual College and University Disclosure Questionnaire. For the Commission's purposes, "scholarly capacity" means any pedagogical, academic, artistic, educational, or scholarly activity performed by a State employee for the institution of higher education that employs or has appointed such State employee.



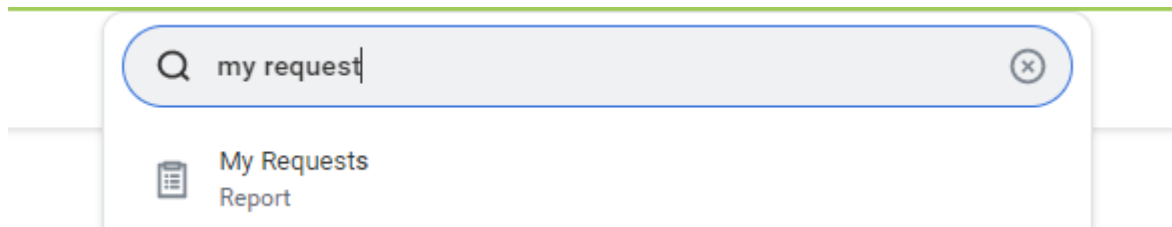
The screenshot shows the 'Outside Employment Questionnaire - Adjuncts and Academic Specialists' form. The form contains the following sections:

- Are you currently engaged in any business, trade, profession and/or part-time employment in addition to your State position?** (Required)
  - ☐ Yes
  - ☐ No (If answering "No" mark N/A for the next five questions.)
- Name and address of employer(s) or business:** (Required)
- Type of Business:** (Required)

At the bottom of the form, there are three buttons: **Submit**, **Save for Later**, and **Cancel**.

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 [ethics@kean.edu](mailto:ethics@kean.edu)

Please feel free to email [Workday@kean.edu](mailto:Workday@kean.edu) if you have any questions throughout the process.