

## Annual Report of Outside Employment

Every July, UADA faculty and exempt staff will be required to complete an Annual Report of Outside Employment, which indicates whether or not they have Outside Employment as defined per UADA Policy 450.1. The Annual Report is due for completion in Workday by July 31st of each year, for the previous fiscal year reporting period.

All UADA faculty and exempt staff must complete the Annual Report even if they do not have Outside Employment to report.

The Annual Report of Outside Employment will be launched as a To Do (*Review Distribution of Documents*) task in Workday for all eligible employees. Complete the task by clicking the **Create Request** button and selecting from the drop down menu **All > UADA Annual Report of Outside Employment/Activity**, then **OK**. Answer the form questions as appropriate and click **Submit** to complete the Annual Report.

If you have indicated that you **do have** Outside Employment for the previous year's reporting period, you will be prompted to complete a questionnaire in Workday, which will route to your manager, department head, and the appropriate Sr. AVP for review.

If you have indicated that you **do not** have Outside Employment, then your task will be complete once clicking **Submit**.

Be sure to also click **Submit** on the To Do task that remains in your Workday inbox once you have completed the Annual Report.

If you begin Outside Employment as defined by UADA Policy 450.1 throughout the reporting year, or when initially hired, please refer to the QRG for completing the Outside Employment Request in Workday.

Task

To Do Description

UADA Annual Report of Outside Employment Request

Instructional Text

All full-time faculty members and exempt staff are required to complete the below to complete the required UADA Annual Report of Outside Employment.

[UADA Policy 450.1](#) requires all full-time faculty and exempt staff to complete year if an employee wishes to engage in a new outside employment opportunity.

Please complete one form per each instance of paid compensation outside complete one form per employer for a total of two forms.

Once you have submitted your UADA Annual Report of Outside Employment, it will appear in your inbox.

Create Request

Create Request

Request Type \*

Search

All

Request Types by Workday Object

Request Types without Workday Objects

Cancel

OK

Create Request

Request Type \*

Search

← All

☐ Request Student Contingent Worker

☐ Request update to Credit Card Information


☐ Security Role Request

☐ Student Support Request

☐ UADA Annual Report of Outside Employment/Activity

Cancel

OK

  
 UNIVERSITY OF ARKANSAS SYSTEM  
 powered by Workday

Last Updated: July 1, 2025

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