

Outside Employment Request

An Outside Employment Request form should be submitted by UADA Faculty and exempt staff at the time of hire or during the year if an employee wishes to engage in an outside employment opportunity. Outside employment activities are defined in UADA Policy 450.1.

The Outside Employment Request can be submitted anytime in Workday by typing **Create Request** in Workday's search tool, then select **All** > **UADA Outside Employment Request**.

Complete the form as appropriate, and then **Submit**. The Outside Employment Request will route to the employee's manager, department head, and appropriate Sr. Associate Vice President for review.

Once reviewed, the employee will receive a notification in Workday of approval or denial of the Outside Employment Request. Contact your manager for additional details if the request is denied or if you have additional questions.

The image displays two screenshots of the Workday 'Create Request' interface. The top screenshot shows the 'Request Type' dropdown menu with options: All, Request Types by Workday Object, and Request Types without Workday Objects. The bottom screenshot shows the 'Request Type' dropdown menu with options: Support Request, Student Security Role Request, UADA Annual Report of Outside Employment/Activity, and UADA Outside Employment Request. Both screenshots include 'Cancel' and 'OK' buttons.