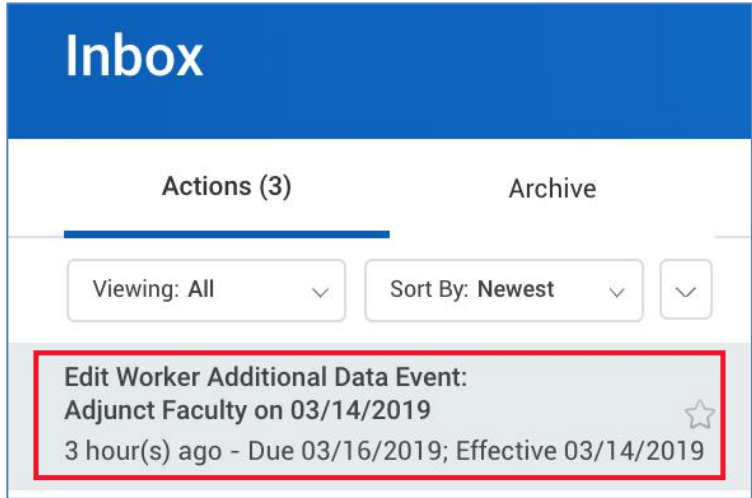
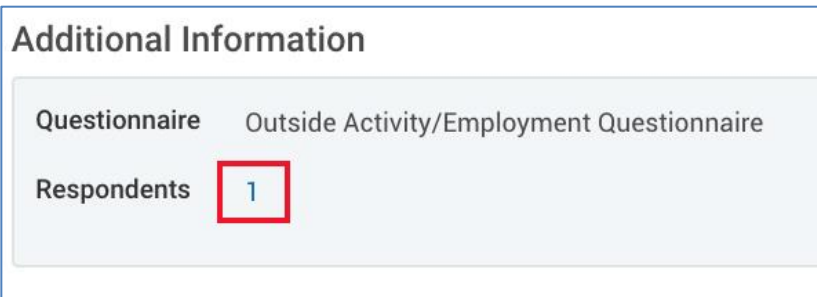




TO: Managers, Chairs and Deans
 FROM: Ethics Liaison Officer
 RE: New Outside Activity/Employment Questionnaire Approval Process

The following steps should be undertaken in Workday to review your employees' outside activity/employment questionnaire responses.

<p>1. Go to your Workday inbox and click on the approval task for Edit Worker Additional Data Event.</p>	
<p>2. Read through the information at the top of the page.</p> <p>Scroll down until you see the Additional Information section (underneath the comments section).</p> <p>Click on the "1" to view the questionnaire response for the employee.</p>	
<p>3. A window will open with the questions and responses from the outside activity questionnaire.</p> <p>You can review the responses in this format or click on the magnifying glass icon  to the left to view the responses vertically.</p>	

Once your review is complete, click the X in the top right corner of the pop up window or click the back button on your browser.

4. If after reviewing the questionnaire responses you are in approval of the outside activity/employment, click approve at the bottom of the screen.

If after reviewing the questionnaire responses you are not in approval of the outside employment, you are required to follow the steps below.

1. Write in the comments section that you do not approve of the outside employment and that you will take action to make sure the outside employment is ended.



enter your comment

2. After completing your comments click Approve at the bottom of the screen.

The employee will be notified of your response and the Ethics Liaison Officer will perform a review.

Note: In order to keep all questionnaire responses on record in the Workday system we cannot allow the option of **Deny** or **Cancel** on the approval process. We need to keep all questionnaire responses on file so that we can provide the information to the New Jersey State Ethics Commission upon request.