



OFFICE OF HUMAN RESOURCES OUTSIDE EMPLOYMENT REPORTING

Name: _____ N#: _____

Employing Department: _____

Employee Type (check one): Administrative Faculty Support

Please check the section that applies:

- I am currently employed outside the University and/or receive other compensation and understand that I have ten days to complete the online Outside Activity Report form.

I acknowledge that it is my responsibility to review the University of North Florida's Policy on Outside Employment before completing and submitting the electronic form to my supervisor. The policy can be found at:

1. Go to www.unf.edu/hr
2. **Click** the **Human Resources** drop down menu
3. Select **Policies and Regulations** under Employee and Labor Relations
4. The Policy # is 4.0170R **Click** Conflicts of Interest and Outside Employment / Activity

To access the Outside Activity Report:

1. Log into myWings at <http://mywings.unf.edu>
2. Select the **Employee Resources** tile
3. Select **Employee Forms** then click **"Banner Online Forms"**
4. Under **Human Resources- Employment** click **"Outside Activity Report"**

- I am not employed outside the University, neither do I receive any compensation outside my employment with the University; however, if I should become employed outside the University, I understand that I must report such employment within ten days of its commencement.

Signature

Date