

The “Outside Activity” Report

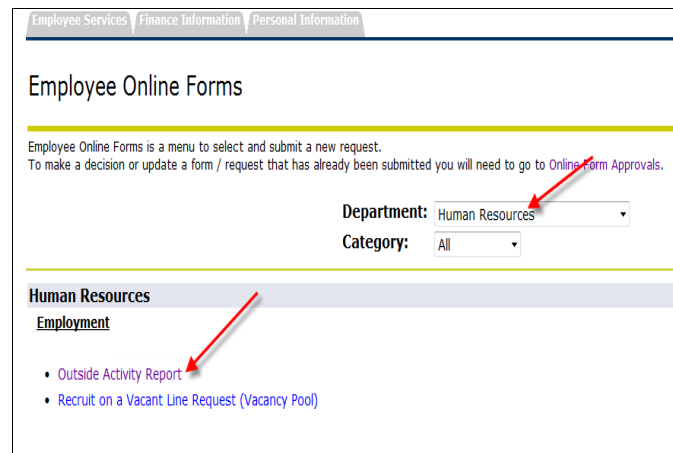
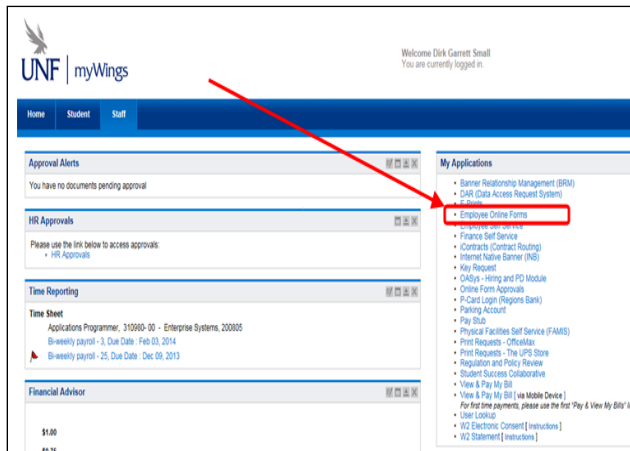
Transitioned to Electronic Submission

The electronic form has been developed for employees to disclose by reporting their proposed intent to engage in Outside Activity and Financial Interests.

In accordance with policies of the Board of Trustees and the University of North Florida and provisions of Collective Bargaining Agreements, this report of proposed outside activity or external employment to regularly assigned duties at the University of North Florida must be completed and approved before a faculty member, administrative employee or support employee engages in any outside activity.

The form is accessible via the MyWings portal as follows:

1. Log into myWings at <http://mywings.unf.edu>
2. Select the **Staff** tab
3. Under **My Applications** click “**Employee Online Forms**”
4. In the Department dropdown list, select **Human Resources**, then under Employment click **Outside Activity Report**



5. Once the form has been completed, click **Submit** and it will be forwarded to the appropriate supervisor for approval.
6. The initiator and all workflow approvers will receive an email notification upon final approval of the Outside Activity Report.

Questions should be directed to the Office of Human Resources x2903