



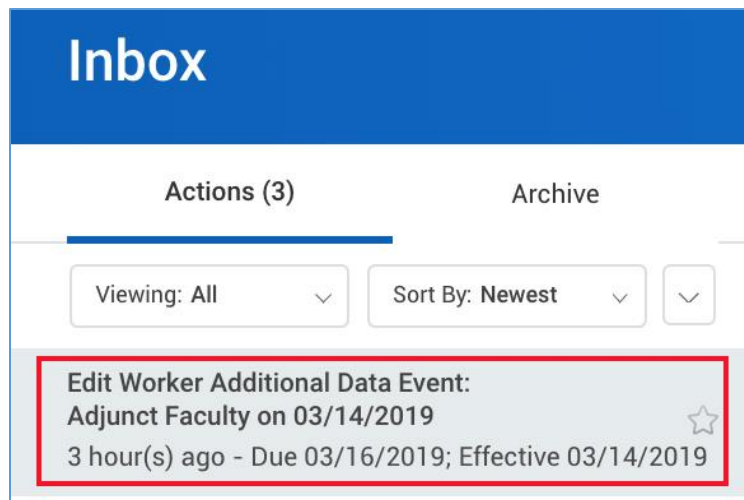
## Approving the Outside Activity/Employment Questionnaire

The following describes the process of approving the outside activity/employment questionnaire for an employee.

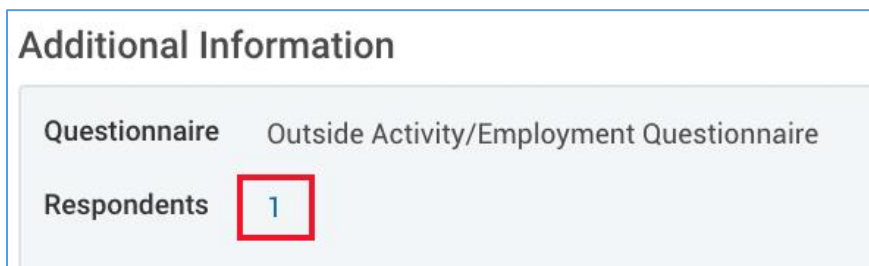
If you encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or [WCCSupport@montclair.edu](mailto:WCCSupport@montclair.edu)).

### Instructions

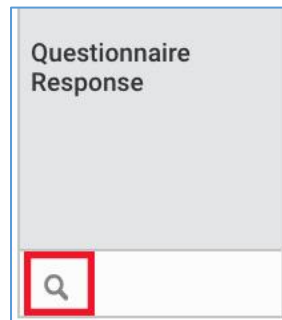
- 1) Go to your Workday inbox and click on the approval task for **Edit Worker Additional Data Event**.



- 2) Read through the information at the top of the page. Scroll down until you see the **Additional Information** section (underneath the comments section) and click on the “1” to view the questionnaire response for the employee.



- 3) A window will open with the questions and responses from the questionnaire. You can review the responses in this format or **click on the magnifying glass icon to the left to view the responses vertically.**



- 4) 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.
- 5) **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.

A screenshot of a comment input field. On the left is a blue circular icon containing a white cloud. To the right of the icon is a white text input field with the placeholder text '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:*** 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.