

Verification of Outside Employment

In an effort to improve efficiency in University operations and strictly adhere to and monitor existing University policies, **all** employees **must** complete and submit the following outside employment verification form. Failure to submit this form to **Office of Human Resources** will cause delay in the processing of your Electronic Personnel Action Form (EPAF) for the current fiscal year. Consistent with section 5.3 Outside Business and Employment, of the *Faculty Staff Handbook* (September 2011) and sections 4.4, Outside Employment and 5.1 Work Schedules, of the *Staff Handbook* (September 2011), please respond to the following questions:

Name: _____

Department: _____

Faculty

Staff