

Dear Faculty and Staff,

We are happy to announce the reporting of Outside Employment/Professional Activity or Specified Interests is moving to an online request format in Workday. The request form will be available to you starting Monday, May 18, 2020.

For your convenience, you can find instructions on how to submit your request under the FAU Job Aids Worklet on your dashboard in Workday or you can visit the link below and click the PDF next to the description: *Outside Employment Activity in Workday - how to report activity in Workday*:
[https://www.myworkday.com/fau/d/task/1422\\$3884.html](https://www.myworkday.com/fau/d/task/1422$3884.html). (Job Aid appended below)

You can check the progress of submitted requests by checking your Workday inbox archive or by typing “FAU My Requests” in the Workday search bar. Once selected, it will populate your submitted requests together with their statuses.

For Staff: Please contact Layla Portier, lportier@fau.edu, ext. 7-6055 should you have questions.

For Faculty: Please contact Arcadia Callahan, abetancourt@fau.edu, ext. 7-4747 should you have questions.