

Application for Outside Employment OnBase Guide

Steps to complete the Application for Outside Employment

1. Open Internet Explorer (IE) and go to ChannelZ
2. Click on Employee Information | Human Resources | HR Forms
3. In the Recruitment section select the Application for Outside Employment 
4. Enter the required information for the employee's current **OLG/DCRT Employment**- Note: All sections in green are required. If an Employee does not have a CRT email address, you may use a personal email address, or any other CRT email address designated as a notification address for that employee.
5. Enter information for the **Requested Outside Employment**. Note: While none of this information is technically required, by providing as much information as possible you will assist the Department management in making an appropriate decision. Application forms with too little information about

Office of Lieutenant Governor (OLG)
Department of Culture, Recreation and Tourism (DCRT)
Application for Outside Employment

| OLG / DCRT Employment | | |
|---|--|---|
| Employee Name: | Personnel #: | |
| CRT Email: | | |
| Job title: | | |
| Office: (select from list) | Division/Park/Welcome Center/Museum: (select from list) | |
| Work Phone Number: | | |
| Requested Outside Employment | | |
| Prospective Employer: | | |
| Employer Address: | | |
| Phone Number: | | |
| Type of Buisness: | | |
| Title of Position: | | |
| Duties to be Performed: | | |
| Prospective Work Schedule: | | |
| Provide the work time, number of hours and days worked during the week. | | |
| <input type="button" value="Submit Form"/> | | |
| APPROVALS | | |
| Assistant Secretary PENDING notes | Human Resources PENDING notes | Deputy Secretary PENDING notes |

your outside employment may be rejected.

6. Click the Submit Form button. If prompted, correct any errors or missing information and click the Submit Form button again.
7. The document is routed through the Assistant Secretary of the Office selected in the drop down list, then on to HR, and finally to the Deputy Secretary for approval.
8. The employee will be notified by email, at the address provided, of final approval or denial with a copy of the application as an attachment to the email.

Retrieving an Application for Outside Employment Documents in OnBase

Due to the potential sensitive nature of these applications, these documents are NOT retrievable through OnBase, except by the individuals involved in processing and approving them.