


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

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.