

External Employment for Nonfaculty Employees (Laserfiche form)

Access the Form at:

<https://it-lf-ecmf2.ads.tamu.edu/Forms/ENGR-Staff-External-Employment> or
Engineering HR website: <http://engineering.tamu.edu/hr/forms>

Approved requests will expire each August 31.

Continuation is to be resubmitted September 1.

Employee completes the form, filling in all **required fields**, marked with an asterisk.

Title = Position/Title of the employee submitting the form

Department = Select the department for which the employee is adloced.

Name of Employing firm = Name of the external company/individual the employee is working for.

Address of the Employing firm = Address of the external company/individual the employee is working for.

Nature of Work = Describe the scope of work etc. (additional help text on the form)

Period of Request = Dates for when you will start and end this employment. You must submit a new form for each fiscal year.

Equity Ownership Involved? = If you answer yes, additional information is required. A box will appear with help text as you should provide the percent of equity you own and also provide the type of ownership: Corporation, Partnership, Sole Proprietor, Incorporated.

Read the certification and then certify the information by providing your email address and UIN number.

Then "SUBMIT" the form.

Employee starts and submits the form.

The form will route to the HR rep of the department for which you entered on the form.

Once approved, the approval memo with an attachment of the External Employment request/form will be emailed to the employee, copying to the Department HR Rep and Engineering HR.

Retention: The department is responsible for filing a copy of the approval form in the employee's personnel file. Be sure to **forward** a copy to the individual in your department who would be responsible for maintaining the personnel files.

For additional information on External Employment, please visit:

<http://engineering.tamu.edu/hr/forms>

<http://policies.tamus.edu/31-05.pdf> System Policy 31.05 External Employment and Expert Witness

<http://policies.tamus.edu/31-05-02.pdf> System Regulation 31.05.02 External Employment