

# HOW TO APPLY FOR EXTERNAL WORK ON SS

1. PLEASE NAVIGATE TO PEOPLESFT HR, MAIN MENU, SELF SERVICE – UP, EMPLOYEES WORKCENTRE, OUTSIDE WORK APPLICATION
2. Complete the online form, start date, end date, company name, nature of outside work, scope, hours, work description
3. You can select if applicable, previous Outside Work Approved and will use be made of University equipment or services.
4. Click the apply button

The screenshot shows a web browser window with the URL: Favorites | Main Menu > Self Service - UP > Employees workcentre > Outside Work Application. The page title is 'External work application' and the sub-header is 'Request for approval of external work'. A yellow box contains 'IMPORTANT PROVISIONS OF THE REGULATION ON EXTERNAL WORK' with the following bullet points:

- Outside work constitutes any activity which a member of staff performs outside of their university duties and in addition to a working week, with or without remuneration.
- A staff member may undertake outside work only with written permission.
- Outside work must not impair the personnel member's ability to execute university work effectively and
- A staff member may not advertise in the University's name the external work done in a private capacity.
- A staff member may not do outside work in the name of the University of Pretoria or a department or division, or create the impression that it will be done in the name of the University and must indemnify the University with an official indemnity of possible negligence by the personnel member in the execution of outside work.

Below this, a note states: 'Permission to do outside work can be revoked summarily at any time if it appears that such outside work hinders personnel members in the execution of their university duties or damages the university.'

The 'External Work' form includes the following fields:

- Start Date:  [calendar icon]
- Duration of outside work:  [calendar icon]
- \*End Date:  [calendar icon]
- Company Name:
- \*Nature of outside work:
- \*Scope:
- \*Hours:
- \*Work Description:

Additional features include a 'List Of External Work Submitted' button and an information box: 'If outside work activities require a full working day, a day's vacation leave must be taken.' (Time-wise, eg. hours per day/week/month/year etc)

5. You will see your application form is routed to your line manager for approval.

Favorites | Main Menu > Self Service - UP > Employees workcentre > Outside Work Application

**Employees WorkCentre**

Navigations | Remuneration | Maintenance

Navigation for Employees

- Leave functions
- Mini-Olympics registration
- Hemis forms
- Graduation Procession Invite
- Code of Conduct
- Outside Work Application
- Training

### External work application

#### Application has been successfully completed

Your external work application has been successfully completed and has been sent to your manager for consideration.

[Return to Outside Work Application](#)

### Outside Work approval line

Outside work: Pending

Outside Work approvals

Pending: Mr PD Krige (Reporting lines by post) → Not Routed: Prof A van Aswegen (Director or Dean)

6. You can also view all your previous external work applications by clicking on the button "List of External work submitted"

Favorites | Main Menu > Self Service - UP > Employees workcentre > Outside Work Application

**Employees WorkCentre**

Navigations | Remuneration | Maintenance

Navigation for Employees

- Leave functions
- Mini-Olympics registration
- Hemis forms
- Graduation Procession Invite
- Code of Conduct
- Outside Work Application
- Training

### External work application

#### Request for approval of external work

**IMPORTANT PROVISIONS OF THE REGULATION ON EXTERNAL WORK**

- Outside work constitutes any activity which a member of staff performs outside of their university duties and in addition to a working week, with or without remuneration.
- A staff member may undertake outside work only with written permission.
- Outside work must not impair the personnel member's ability to execute university work effectively and
- A staff member may not advertise in the University's name the external work done in a private capacity.
- A staff member may not do outside work in the name of the University of Pretoria or a department or division, or create the impression that it will be done in the name of the University and must indemnify the University with an official indemnity of possible negligence by the personnel member in the execution of outside work.

Permission to do outside work can be revoked summarily at any time if it appears that such outside work hinders personnel members in the execution of their university duties or damages the university.

**External Work**

[List Of External Work Submitted](#)

Start Date:   Duration of outside work

\*End Date:

Company Name:

\*Nature of outside work:

\*Scope:

\*Hours:

\*Work Description:

If outside work activities require a full working day, a day's vacation leave must be taken.

(Time-wise, eg. hours per day/week/month/year etc)

# HOW TO APPROVE APPLICATION FOR EXTERNAL WORK

1. Navigate to PeopleSoft HR, Main Menu, Self Service – UP, Managers WorkCentre, outstanding approvals
2. Approve conditionally or Yes – Approve, No -Return

Favorites Main Menu > Self Service - UP > Managers workcentre > Outside Work Approval

### Managers workcentre

Navigations Metrics Equity

#### Manager navigations

- Outstanding approvals
- Leave Schedule
- Claim approvals
- Hemis approvals
- Manage Delegation
- Department organogram
- Managers dashboard

## Approve / Disapprove outside work transactions

### Approval confirmation

 The following request will be approved. Please confirm

Approve/Disapprove outside work transactions	
Name	Mr Cl Gardner
Activity	Days
Start Date	2014/01/01
End Date	2014/12/31

### Outside Work approval line

Outside work: Pending

Outside Work approvals

Pending

 [Prof A van Aswegen](#)  
Reporting lines by post