Alabama Agricultural and Mechanical University Office of Human Resources

Mailing Address: Human Resources, Alabama A&M University, Normal, AL 35762 Phone: 256.372.5835 Fax: 256.372.5881

Verification of Outside Employment

In an effort to improve efficiency in University operations and strictly adhere to and monitor existing University policies, **all** employees **must** complete and submit the following outside employment verification form. Failure to submit this form to Office of Human Resources will cause delay in the processing of your Electronic Personnel Action Form (EPAF) for the current fiscal year. Consistent with section 5.3 Outside Business and Employment, of the *Faculty Staff Handbook* (September 2011) and sections 4.4, Outside Employment and 5.1 Work Schedules, of the *Staff Handbook* (September 2011), please respond to the following questions:

Name:			
Department:			
☐ Faculty	□ Staff		
1. Is Alabama A&	M University your only	place of employment?	
□ Yes □ No			
		University, including any type please complete the chart below	
Employer	Position Held	Nature of Employment/ Courses Taught	Schedule
Handbook or Section 4	4.4 of the Staff Handboo	requirements provided in Sock, whichever is applicable thission of an amendment to the	to your employment. Any
• •		ntements are true and correct my employment with the University	•
Print	Signature		Date
Alahama A & M University		Outsida Employma	V:.C't'