

Creating and Submitting Your Secondary Employment Form

1. At the top of your browser window, type the URL: <https://wcu.infoedglobal.com> and SELECT **Enter** on your keyboard. You can also click the link that is provided to you in an ACTION REQUIRED email from the Conflict of Interest Office.
2. At the prompt, **LOG IN** with your WCU ID and password.
3. Below the Home tab, navigate to the Secondary Employment Form widget on your home screen and SELECT **“Create New”** and review the compliance instructions on the portal.

Secondary Employment Form

If you would like to submit a new Secondary Employment Request, please click the "Create New" button to open the form.



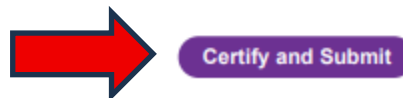
4. A new window will appear with the Secondary Employment Form. Answer all questions, clicking the “Next” button when each page is completed. Some questions may not be visible to you if, based on your answers, they do not apply.
5. CLICK **“Certify and Submit”** at the bottom of the page when all questions have been addressed to send your completed disclosure to the COI Reviewer.

I have read the WCU and North Carolina Office of State Human Resources Secondary Employment policies and if approved, I understand and agree that my secondary employment:

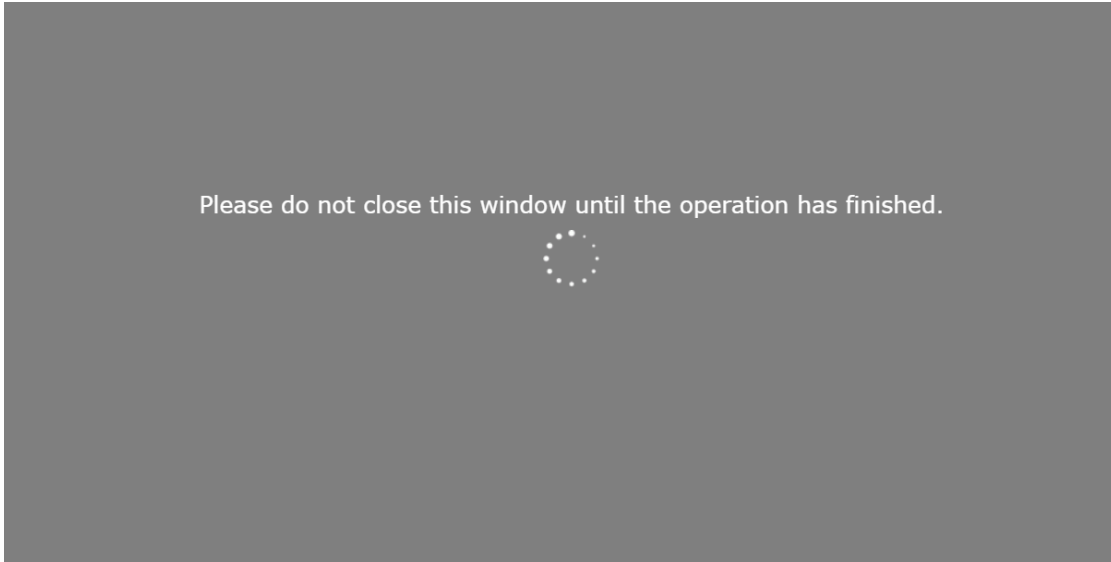
- Will not have any impact on nor create any possibility of conflict with my primary employment and will not disclose or use state agency information or access to information in secondary employment;
- Will not be promoted in any way by my state agency position and will not interfere with my responsibilities with agency, including impairing my physical condition, mental attentiveness or job performance;
- Will not create a conflict of interest or the appearance of a conflict of interest, direct or otherwise, and will not require nor expect me to request leave without pay.

I further understand that:

- Failure to provide accurate information regarding my secondary employment approval request or to follow all policies regarding secondary employment may be considered unacceptable personal conduct which could subject me to discipline up to and including dismissal.
- Secondary employment information is public and may be disclosed to third parties.



6. Allow the operation to finish and DO NOT close the window while the system is completing your submission. The screen may appear as below:



7. After the operation is completed, the window will close and the widget will now appear with the "Create New" button
8. Secondary employment approvals are valid for one year. If you continue to engage in external employment beyond that year, you must submit a new approval form annually. Additionally, you must submit a new form any time there are changes to your external employment—such as a new employer, different job duties, or changes in work hours.

For general questions about the policy, contact Trisha Ray at trisharay@wcu.edu or 828-227-2522. For questions about conflicts of interest or the InfoEd module, contact Kelly Tornow at ktornow@wcu.edu or 828-227-7116.