Step-By-Step Guide to the online Paid Outside Work Application Form

To access myUNSW you will require your zID and zPass details. Click on the following link to obtain a zID: https://idm.unsw.edu.au/idm/user/newUser/validateNewUser.jsp

You can change your zPass at https://idm.unsw.edu.au/idm/user/login.jsp

Note: you may enter a maximum of 1000 characters in any text boxes where descriptions are required (of proposed work, of student involvement, etc).

A Help menu is available for each of the application screens in myUNSW by clicking on the ‘Help’ button in the upper right corner.

Further information and links to related documents and websites are available at http://www.hr.unsw.edu.au/services/indrel/pow.html

Step 1: Logging In

Login to www.my.unsw.edu.au using your zID and zPass.

Once you have logged in, click on the “My Staff Profile” tab in the upper left corner of the screen:
Step 2: Starting or viewing applications

Click on “Paid Outside Work Application”:

Step 3: The Application List

The Application List displays details of all your existing applications, including the application number (unique to each application), start date, end date, total days involved, category of paid outside work and the current application status.

Status: The application will be in one of four possible status categories:

- **Pending** indicates that an application has been started but not completed or submitted.
- **Submitted** indicates that an application has been submitted for approval but has not yet been assessed.
- **Approved** indicates that an application has been assessed and approved, and that work on the project may commence.
- **Not Approved** indicates that an application has been assessed and was not approved (enquiries regarding applications which have not been approved should be directed to the appropriate supervisor in the first instance, and no work on the project should commence).
Click **Select** next to an existing application to view, modify, submit or print the application.

Click **Create New Application** to start a new application.

**Step 4: Proposed Paid Outside Work Details**

All fields on this screen must be completed for all paid outside work applications EXCEPT where University Paid Outside Work is undertaken as part of a project which is >50% research. Approval for these projects is obtained via the Acceptance Form issued by the Grants Management Office.

Estimations of project durations, start dates, etc may be provided if necessary, and any changes to this information must provided to the Head of School / Centre Director / Dean/ DVCA as soon as available.

On this screen you must:

- Indicate the category of paid outside work for this application: **select one option only**.
- Indicate the nature of the project: **you must select at least one option from the list provided** (select all which apply to the project).
- Provide a brief description of the project: **if you have ticked ‘Other’ in the Nature field, ensure that the description adequately describes the nature of the project**.
- Indicate the total time involved in the project in days: **you may also enter this information in fractions of days i.e. 1.5 days as necessary**.
- Indicate the start and end dates for the project: **in the format dd/mm/yyyy**.
- Indicate whether you are seeking approval for multiple activities of the same type. If yes, provide reasons why you are seeking this approval.
- Indicate if you are proposing to use University facilities or resources in the project. If yes, provide details of the facilities to be used and indicate how the relevant unit will be reimbursed for this usage.
- Indicate whether you have any potential or actual conflict of interest relating to this work. If yes, you must complete and attach a Conflict of Interest Disclosure Form to your printed application.

Click **Continue** to go to the next screen of application. If any of the data entered is not valid an error message will appear in red on the top of the screen. You must correct the data to proceed with the application.

Click **Cancel** to cancel the current application. All data entered will be lost.
Step 5a: University Paid Outside Work details
Note: this screen will only appear if you selected University Paid Outside Work as the Paid Outside Work category on the previous screen.

On this screen you must indicate whether you are proposing to involve UNSW general staff or students in the project. If yes, you must describe their proposed involvement. If you are proposing the involvement of students you must complete a Student Agreement and submit to your Head of School.

Click Back to return to the Common Details page to change any details

Click Continue to proceed to the next screen. If any of the data entered is not valid an error message will appear in red on the top of the screen. You must correct the data to proceed with the application.

Step 5b: Private Paid Outside Work details
Note: this screen will only appear if you selected Private Paid Outside Work as the Paid Outside Work category on the previous screen.

Applications for Private Paid Outside Work must include a letter, fax or contract acknowledging that the University has neither involvement nor interest in the work and accepts no liability. Applications for Private Paid Outside Work will not be accepted unless this documentation is provided.

On this screen you must indicate whether this indemnification is provided in a letter, fax or contract (as attached to the printed application).
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Step 6: Reviewing the application

This screen displays all details you have entered for the current application. You must check that all information on this screen is correct before continuing with the application.

Click **Modify** to return to the first application screen, and continue through subsequent screens to modify any section of the current application.

Click **Submit** to complete the application.

Click **Back** to return to the previous screen.
Click **Delete** to delete the current application – once an application has been deleted you will no longer be able to access any of the information you have entered and the application will not appear on the Application List.

**Step 7: The Applicant Declaration**

The declaration statements will vary depending on which category of paid outside work the current application relates to.

In all cases, this information must be read and accepted by the applicant for the application process to continue.

Click the **I Accept** button if you agree with the statements on this screen. You can then proceed and print the application for assessment.

Click the **I Do Not Accept** button if you do not agree with the statements on this screen. This will stop the application process and you will return to the Application List. The current application will remain in the Application List as pending until the declaration is accepted or the application is deleted by the applicant.

**Step 8: Select Approver**

You have now completed your application online, and must select the approver from the dropdown list.

Tick the checkbox stating that all supporting documentation has been provided.
Click the **Save** button to complete the application process.

Click the **Back** button to return to the previous screen.