

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

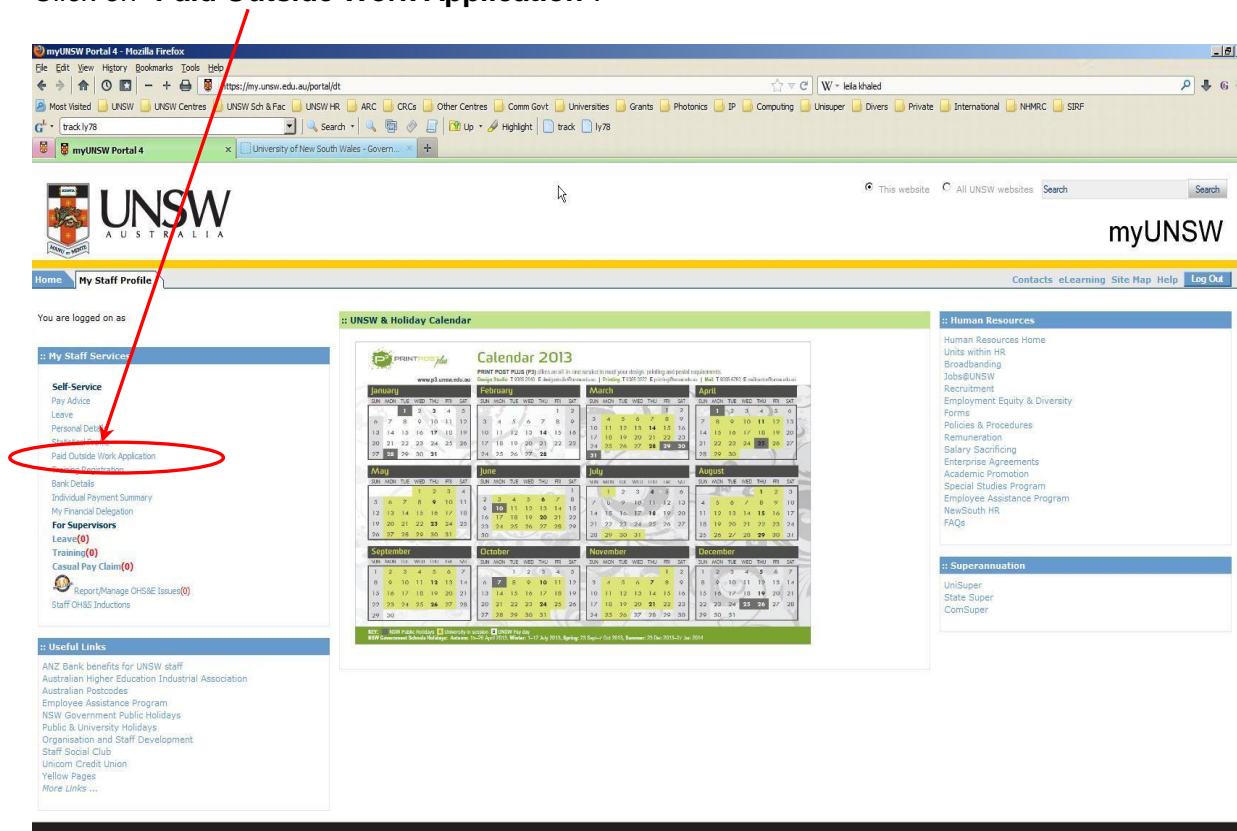
Login to www.my.unsw.edu.au using your zID and zPass.

Once you have logged in, click on the **"My Staff Profile"** tab in the upper left corner of the screen:

The screenshot displays the myUNSW Portal 4 interface. At the top, there is a navigation bar with the UNSW Australia logo and the text 'myUNSW'. Below this, a red arrow points to the 'My Staff Profile' tab in the top navigation bar. The main content area is divided into three sections: a left sidebar, a central content area, and a right sidebar. The left sidebar contains 'My Staff Services' and 'Useful Links'. The central content area displays a 'Calendar 2013' view. The right sidebar contains 'Human Resources' and 'Superannuation' links.

Step 2: Starting or viewing applications

Click on “Paid Outside Work Application”:

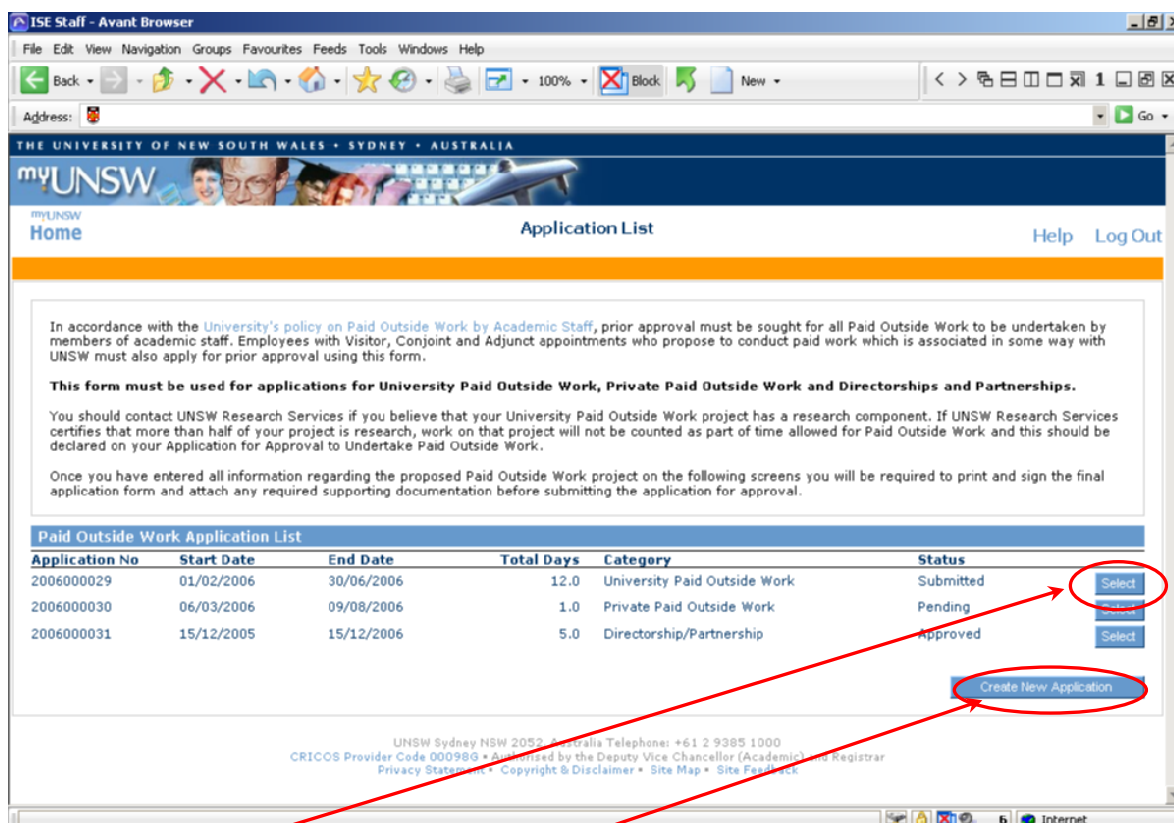


Step 3: The Application List

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 be 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.


myUNSW

Back to myUNSW
Application for Approval to Undertake Paid Outside Work
Help Log Out

Geoff Whale (8000245)

This application must be completed in accordance with the provisions of the University's policy on Paid Outside Work by Academic Staff.

This application is not required for University Paid Outside Work undertaken as part of a research project. Approval for these projects is via the acceptance form generated by the Division of Research. The definition of research used by the Commonwealth Government to calculate research income for the annual Higher Education Research Data Collection (HERDC) is:

- Research is defined as the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings. This could include synthesis and analysis of previous research to the extent that it leads to new and creative outcomes.

Prior approval must be sought for all Paid Outside Work proposed to be undertaken by members of academic staff.

Employees with Visitor and Conjoint appointments who propose to conduct paid outside work which is associated in some way with UNSW must also apply for prior approval using this form.

Other than in exceptional circumstances, a member of staff who does not meet the University's definition of being "research active" will not be considered to be demonstrating satisfactory performance for the purpose of the Paid Outside Work Policy.

Proposed Paid Outside Work Details

Paid Outside Work Category

University Paid Outside Work

- Managed by the University and/or its controlled entities
- May involve the use of the University resources
- Staff undertaking UPOW will normally be covered by insurances held by the University and/or its controlled entities

Private Paid Outside Work

- Undertaken by staff in a private capacity
- Does not involve the use of University resources. Is not associated with the University in any way
- Staff undertaking PPOW are responsible for their own professional indemnity and public liability insurance, and for all their own financial and taxation arrangements

Directorships and partnerships

- Prior approval must be obtained if the arrangement is work related or the company is to be used in outside earnings activities

☐ University Paid Outside Work ☐ Private Paid Outside Work ☐ Directorship/Partnership

For University Paid Outside Work, identify the unit managing the work. If necessary, provide additional details in the next section below. PLEASE NOTE - From 20 November 2013 University Paid Outside Work undertaken as part of a research project managed by the Grants Management Office does NOT require approval using this form. UPOW approval will be via the acceptance form for the project issued by the Grants Management Office. NewSouth Global will continue to manage Expert Opinion Services.

Please Select

Nature of Paid Outside Work

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.

☐ Consulting - non research ☐ Short Course ☐ Expert Opinion

☐ Conduct of Clinical Trials ☐ Directorship/Partnership ☐ Other

Provide a short description of the work to be undertaken - attach extra pages if necessary.

Duration of Activity

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. Select the refresh button to generate fields for each year covered by the period you specified above. Once the page has refreshed, enter the number of days work that will occur in each year that is displayed, entering 0 if no work occurs in a particular year

Total time involved: days The commitment is from to (dd/mm/yyyy)

Indicate the start and end dates for the project as well as the number of days in each calendar year. Note applications exceeding 52 days per calendar year will require approval from the DVCA.

Refresh

Are you requesting approval to cover multiple activities of the same type? ☐ Yes ☐ No

If yes, provide reasons and basis for seeking approval - attach extra pages if necessary.

Use of UNSW Facilities/Resources

Indicate if you are proposing to use University facilities or resources. If yes, provide details of the facilities to be used and indicate how the relevant unit will be reimbursed for this usage.

(Note: Staff undertaking Private Paid Outside Work may only use University resources / facilities where these are generally available to the public, and will be charged at the same cost as to members of the public).

Are you proposing to use University facilities or resources in relation to this activity? ☐ Yes ☐ No

If yes, provide details below - attach extra pages if necessary.

Conflict of Interest

Indicate whether you have any potential or actual conflict of interest relating to this work. If yes, you must complete and submit a Conflict of Interest Disclosure Form. This form must be forwarded to the Director of Human Resources.

For further information refer to the University's Conflict of Interest Policy

Is there any actual, potential or perceived conflict of interest associated with this work? ☐ Yes ☐ No

[Continue](#) [Cancel](#)

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.

The screenshot shows the 'Application for Approval to Undertake Paid Outside Work' page on the myUNSW portal. The user is logged in as Geoff Whale (8000245). The page title is 'Application for Approval to Undertake Paid Outside Work'. Below the title, there is a section for 'Involvement of General Staff or Students'. It asks 'Is it proposed that general staff or students will be involved in the Paid Outside Work?' with radio buttons for 'Yes' and 'No'. Below this is a text area for 'If yes, describe any proposed involvement of general staff or students in the activity and how the conditions of the policy will be met - submit extra pages if necessary. Note: If students are involved in the activity, a Student Agreement completed by the student must be submitted.' At the bottom of the form, there are two buttons: 'Back' and 'Continue'. Red circles highlight these buttons, and red arrows point from them to the explanatory text below. The footer contains links for Privacy Policy, Copyright & Disclaimer, Accessibility, Sitemap, and Site Feedback, along with contact information for UNSW Sydney.

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*).

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

Click **Continue** to proceed to the next screen. If any 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 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.

The screenshot shows the 'Declaration' page of the UNSW online application system. At the top left is the UNSW Australia logo. At the top right is the 'myUNSW' logo. Below the header, there is a navigation bar with 'Back to myUNSW', 'Declaration', and 'Help Log Out'. The main content area is titled 'University Paid Outside Work Declaration' and contains the following text: 'This application must be completed in accordance with the provisions of the University's policy on Paid Outside Work by Academic Staff.' Below this, there is a section titled 'Please indicate your acceptance of the following statement:' followed by a list of statements: 'By submitting this application I consent to the University and NewSouth Global exchanging information relevant to my involvement in Paid Outside Work.', 'I acknowledge that if research involving humans or animals is to be conducted as part of the Paid Outside Work, ethics approval must first be obtained.', 'I acknowledge and agree that I am responsible for any taxation liabilities incur in relation to the Paid Outside Work and I have obtained such professional advice as I require.', 'I will inform the University of any change to the circumstances set out in this form. I acknowledge and agree that any approval is subject to my continued satisfactory performance of my duties with the University and to my complying with the policy on Paid Outside Work by Academic Staff and other relevant University policies.', 'I have attached to this application costings of the proposed work which indicates compliance with the UNSW Policy on Competitive Neutrality and Pricing and Code of Conduct.', and 'I understand that if I have not met the University's expectation of being research active I must provide the Head of School (or equivalent) with an explanation of the special circumstances under which I wish this application to be approved.' At the bottom right of the form, there are two buttons: 'I Do Not Accept' and 'I Accept'.

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.

The screenshot shows the 'Select Approver' page of the UNSW myUNSW system. At the top left is the UNSW Australia logo, and at the top right is the 'myUNSW' logo. Below the logo is a navigation bar with a 'Back to myUNSW Home' link on the left, the 'Select Approver' title in the center, and 'Help' and 'Log Out' links on the right. The main content area is titled 'Geoff Whale (8000245)' and contains the following sections:

- University Paid Outside Work and Private Paid Outside Work:** Heads of School will approve applications from academic staff. All applications from Heads of School will be approved by the relevant Dean. The DVCA will approve applications from Deans.
- Directorships and Partnerships:** All applications will be assessed by the DVCA.
- All Applications:** Please indicate that you have provided all supporting documentation. When the application is saved an email will be sent to your selected approver.

Below these sections is a blue bar labeled 'Submit Application for Approval'. Underneath is a 'Select Approver' section with the instruction 'Please select the person to whom this application should be forwarded for approval'. A dropdown menu shows 'Chaplin, Rodney Philip' as the selected approver. Below the dropdown is a checkbox labeled 'I have provided all supporting documentation', which is checked. At the bottom right of the form are 'Save' and 'Back' buttons. The footer of the page contains links for 'Privacy Policy', 'Copyright & Disclaimer', 'Accessibility', 'Sitemap', and 'Site Feedback', along with contact information for UNSW Sydney NSW 2052 Australia, telephone +61 2 9385 1000, and the UNSW CRICOS Provider Code: 00096G ABN: 57 195 673 179. A 'Back to top' link is also present in the bottom right corner of the footer.

Click the **Save** button to complete the application process.

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