Secondary Employment Register Workflow

- **Submit**
  - Request via myUQ
  - Employee initiates a Secondary Employment disclosure

- **Approval required**
  - L5 Authorised Officer reviews disclosure

- **Review**
  - Reviewer, Endorser, Approver
  - Provide more information
  - Request more information

- **Disclosure complete**
  - Employee receives notification

- **Endorse**
  - L3 Authorised Officer assesses disclosure

- **Disclosure withdrawn**
  - Approver withdraws the request, details **not** stored in register.
  - Employee, reviewer and endorser receive notification.

**Notes**
- *Continuing and fixed-term Academic and Professional staff (HEW 8+) are reminded to complete their disclosure annually. *Staff should update if circumstances change.

- Reviewer/Endorser/Approver will receive weekly email notifications which prompts them to action any tasks assigned to them.