

Annual Outside Employment Disclosure for MPPs Adobe Sign Filing Process – Employee’s Guide

[California law](#) and [CSU Policy](#) require all Management Personnel Plan (MPP) employees, including part-time, full-time and rehired annuitants, to disclose any compensated outside employment activities by completing the Outside Employment Disclosure form at various times, including once a year. Your disclosure is then reviewed by your HEERA manager to determine if your outside employment poses a conflict of commitment or a conflict of interest with your CSU employment. If there is, you and your HEERA manager will discuss actions you must take to reduce or eliminate the conflict. Any disagreement between you and your HEERA manager on whether a conflict exists or on how to reduce or eliminate the conflict would be determined by an independent review committee.

For a detailed explanation of what type of outside employment you must report, go to [Forms](#).

Annually, the Outside Employment Disclosure is filed electronically through Adobe Acrobat Sign (Adobe Sign). Below are instructions to help you navigate through the Adobe Sign process.

After you complete your section of the form and provide your HEERA manager’s email address, Adobe Sign routes the form to your HEERA Manager, who will review your disclosure and complete their section of the form.

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Quick Guide – Submitting a Disclosure

- Access the Adobe Sign form by clicking on “Adobe Sign filing process” under Step 2 in the Outlook email that you received from Employee/Labor Relations & Compliance with the subject line “Annual Outside Employment Disclosure.”
- Fill in all required information on the form. Review the affirmation and certification statements, check the box next to those statements, sign the form, then click on “Click to Sign.”
- When the pop-up window appears prompting you to provide the name and CPP email address of your HEERA manager, enter that information and doublecheck your entry, as your HEERA manager will not receive your form if you make an error here. Then click on “Click to sign.”
- Verify your identity by going into your Outlook Inbox to look for an email from Adobe Sign <adobesign@adobesign.com> with the subject line “Ex: Please confirm your signature on HRS – Outside Employment Disclosure Form – MPP . . .” Open the email and click on “Confirm my email address.”

Quick Guide – Correcting Information Entered

- You can only correct any information that you have entered on the form **before** you click on “Click to Sign.”
- After you click on “Click to Sign,” neither you nor anyone else can correct an error you made. At that point, you must start a new form to correct information. To start a new form, follow the steps under Submitting a Disclosure.

Quick Guide – Viewing Completed Form

- Once your HEERA Manager signs the form, both you and they will receive an Outlook email from CSU- California State University Pomona via Adobe Acrobat “sign adobesign@adobesign.com with the subject “Ex: Completed: “HRS – Outside Employment disclosure form – MPP . . .” In the email, click on “Open Agreement” to view the completed form in Adobe Sign.
- You can also log in to Adobe Sign with your CPP credentials to view the form at any time.
- To download a copy, click on “Download PDF.”

Detailed Guide - Submitting a Disclosure

Step 1: Look for the Outlook email that you received from CPP Employee and Org Devel & Advancement <eoda@cpp.edu> with the subject line “Outside Employment Disclosure.” Click “here” in the email to open the Annual Outside Employment Disclosure form in the Adobe Sign application.

Step 2: Click on “Continue”

Options ▾ Please sign: HRS - Outside Employment Disclosure Form - MPP (Annual)

Powered by Adobe Acrobat Sign

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Outside Employment Disclosure Form For Management Personnel Plan (MPP) Employees¹

Requirements: This form is to be completed as appropriate by MPP employees¹ pursuant to Section 42740 of Title 5, California Code of Regulations, even if completed at an earlier date.

Start

Name: * _____ Position/Title: * _____
Campus: Cal Poly Pomona Department: * _____
Bronco ID: * _____ CPP Email: * Enter your email address

Type of Disclosure (Check at least one box):

Annual: The period covered is January 1, 2023, through December 31, 2023.
-OR- The period covered is _____ (Time of hire or appointment) through December 31, 20____

Time of Hire or Appointment Date:

Accepted outside employment: Outside employment accepted date: _____

Administrator request: The period covered is _____ through _____
-OR- Current outside employment beginning _____

Outside Employment Status (Select one):

I have outside employment to report (complete table below).

I have no outside employment to report.

Nature of Outside Employment Held	Number of Hours for Reporting	Expected Duration From/To


By clicking continue, I acknowledge that I have read and agree to the Adobe [Terms of Use](#). See our [Privacy Policy](#) for details on our privacy practices.


Continue ←

Step 3: Provide all required information, which is marked by a red asterisk on the form.

Under the “Type of Disclosure” section, the “Annual” button is pre-selected. If you’ve been in your MPP position the entire 2023 calendar year, the year is pre-filled.

Please sign: HRS - Outside Employment Disclosure Form - MPP (Annual)

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Requirements: This form is to be completed as appropriate by MPP employees¹ pursuant to Section 42740 of Title 5, California Code of Regulations, even if completed at an earlier date.

Start

Name: * _____ Position/Title: * _____

Campus: Cal Poly Pomona Department: * _____

Bronco ID: * _____ CPP Email: * Enter your email address

Type of Disclosure (Check at least one box):

Annual: The period covered is January 1, 2023, through December 31, 2023.

-OR- The period covered is _____ (Time of hire or appointment) through December 31, 20____.

Time of Hire or Appointment Date:


Accepted outside employment: Outside employment accepted date: _____


Administrator request: The period covered is _____ through _____

-OR - Current outside employment beginning _____

If your MPP appointment began after January 1, 2023, provide the date and month that your MPP appointment began by selecting from the drop-down choices.

Please sign: HRS - Outside Employment Disclosure Form - MPP (Start Date After January 1)

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Outside Employment Disclosure Form For Management Personnel Plan (MPP) Employees¹

Requirements: This form is to be completed as appropriate by MPP employees¹ pursuant to Section 42740 of Title 5, California Code of Regulations, even if completed at an earlier date.

Start

Name: * _____ Position/Title: * _____

Campus: Cal Poly Pomona Department: * _____

Bronco ID: * _____ CPP Email: * Enter your email address

Type of Disclosure (Check at least one box):

Annual: The period covered is January 1, 20____, through December 31, 20____.

-OR- The period covered is *S... ▼ *S... ▼ 2023 (Time of hire or appointment) through December 31, 2023.

Time of Hire or Appointment Date:

Accepted outside employment: Outside employment accepted date: _____

Administrator request: The period covered is _____ through _____

-OR - Current outside employment beginning _____

Step 4: If you have outside employment, choose “I have outside employment to report.” Then provide details regarding your outside employment.

Outside Employment Status (Select one):

I have outside employment to report (complete table below).

I have no outside employment to report.

	Nature of Outside Employment Held	Number of Hours for Reporting Period	Expected Duration From/To
1	Advanced Placement Test Tutor - Bright Futures, Inc.	96	Mar-May 2023
2			

If you have no outside employment, choose “I have no outside employment to report.”

Outside Employment Status (Select one):

I have outside employment to report (complete table below).

I have no outside employment to report.

	Nature of Outside Employment Held	Number of Hours for Reporting Period	Expected Duration From/To
1			
2			

Step 5: Check the Affirmation and Certification statement button. Sign the form. Click on “Click to Sign.”

I affirm that the information on this form is accurate to the best of my knowledge, that I have read and understand my obligations under the CSU’s policy on Outside Employment Disclosure, and that I will comply with the conditions and restrictions imposed by the CSU to manage, reduce, or eliminate conflicts of commitment/interest. I certify that my time commitment to the outside employer(s), if applicable, does not create a conflict of commitment/interest that would interfere with CSU work assignments and satisfactory performance. I also commit to providing an updated form to my immediate supervisor whenever a significant change occurs in the information I have provided. *(Complete and sign below)*

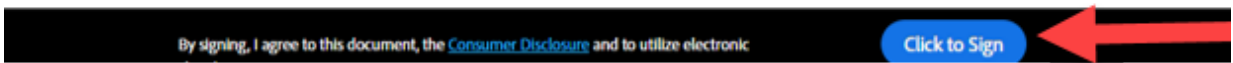
Employee Signature: Jane White

Date: 05/21/2024

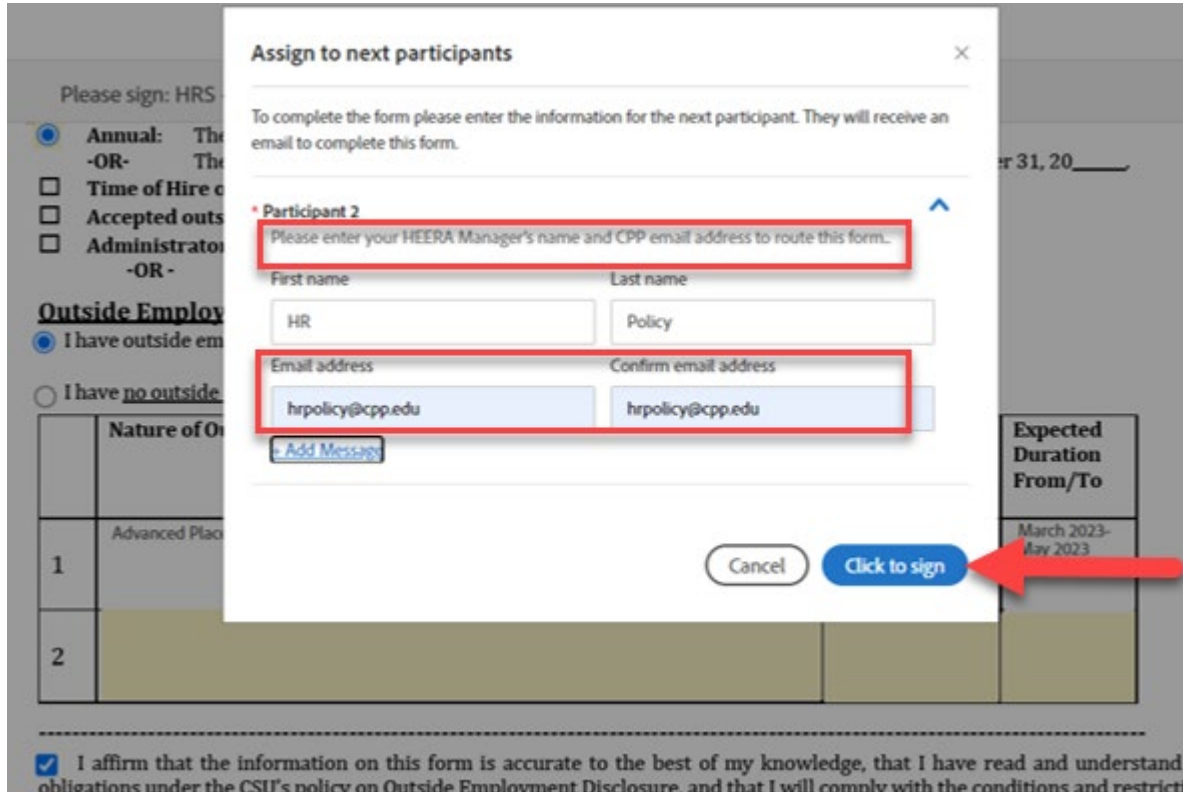
To be completed by the Employee’s Immediate Supervisor/Appropriate Administrator:

I have reviewed this disclosure form and assessed whether the outside employment described above will create a conflict of commitment or interest between the employee and the CSU. I find that:

- the information submitted does not present a conflict of commitment or conflict of interest.
- the information submitted may present a conflict of commitment or a conflict of interest.



Step 6: In the pop-up window, provide your HEERA manager’s name and CPP email address. **Doublecheck the email address, as your HEERA manager will not receive your form if you make an error.** Click on “Click to sign.”



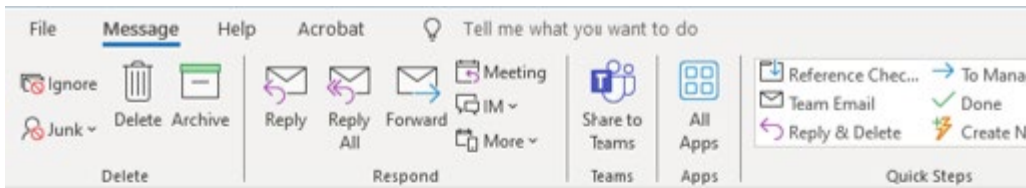
Step 7: You'll see the message below.




Just one more step

We just emailed you a link to make sure it's you. It'll only take a few seconds, and we can't accept your signature on "HRS - Outside Employment Disclosure Form - MPP (Annual)" until you've confirmed.

Step 8: Go into your Outlook Inbox to look for an email from Adobe Sign <adobesign@adobesign.com> with the subject line "Ex: Please confirm your signature on HRS – Outside Employment Disclosure Form – MPP . . ." Open the email. Click on "Confirm my email address."



Ex: Please confirm your signature on HRS - Outside Employment Disclosure Form -

 Adobe Sign <adobesign@adobesign.com>
To  Ellen Bui

 If there are problems with how this message is displayed, click here to view it in a web browser.



Thank you for signing HRS - Outside Employment Disclosure Form - MPP (Annual). To complete the process, you just need to confirm your email address using the link below. It will only take seconds.

[Confirm my email address](#)



After you confirm your signature and other form participants have fulfilled their roles, all parties will be notified.

To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list.

CAUTION: This email was not sent from a Cal Poly Pomona service. Exercise caution when clicking links or op

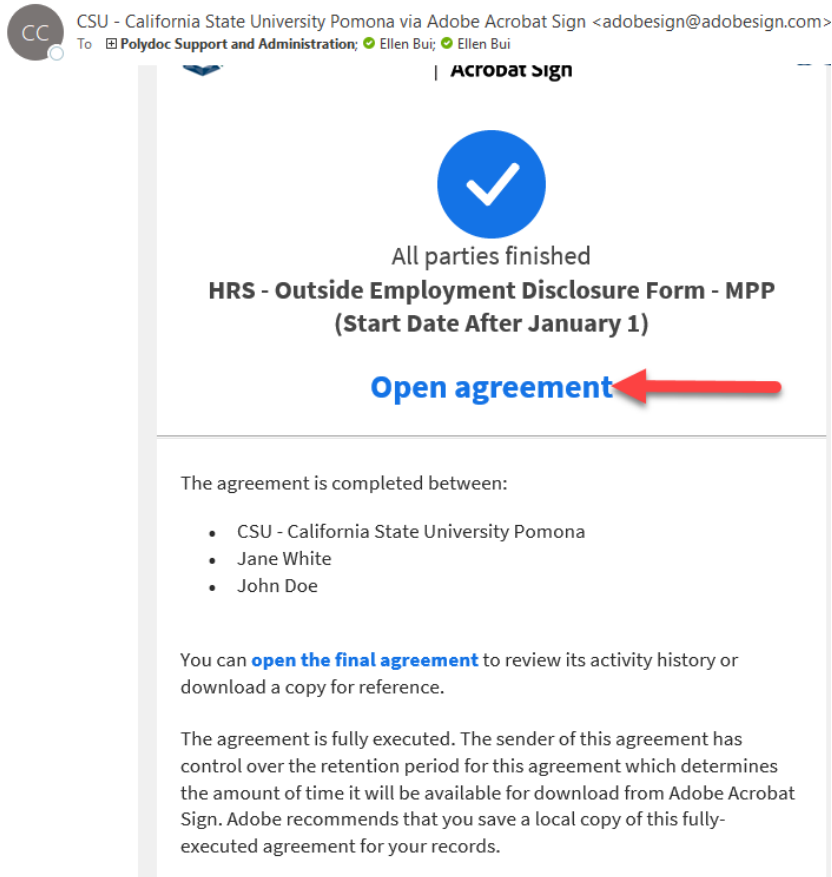
You'll see the message below, indicating that you have completed your section of the form. The form is now routed to your HEERA manager for review and completion.

Your e-signing of HRS - Outside Employment Disclosure Form - Senior Management (Start Date After January 1) has been verified. It has now been emailed to the additional signer(s) for their signature.

Detailed Guide – Viewing Completed Form

Step 1: Once your HEERA Manager signs the form, both you and they will receive an identical Outlook email from CSU- California State University Pomona via Adobe Acrobat "sign adobesign@adobesign.com with the subject "Ex: Completed: "HRS – Outside Employment disclosure form – MPP . . ." Click on "Open Agreement" in the email to view the completed form in Adobe Sign.

Ex: Completed: "HRS - Outside Employment Disclosure Form - MPP (Start Date After



You can log in to Adobe Sign with your CPP credentials to view the form at any time. To download a copy, click on “Download PDF.”



Outside Employment Disclosure Form For Management Personnel Plan (MPP) Employees¹

Requirements: This form is to be completed as appropriate by MPP employees¹ pursuant to Section 42740 of Title 5, California Code of Regulations, even if completed at an earlier date.

Name: Jane White Position/Title: Operations Mgr., College of Education
 Campus: Cal Poly Pomona Department: Education
 Bronco ID: 123456789 CPP Email: nqbui@cpp.edu

Type of Disclosure (Check at least one box):

- Annual:** The period covered is January 1, 20____, through December 31, 20____.
- OR-** The period covered is 03 10 2023 (Time of hire or appointment) through December 31, 2023.
- Time of Hire or Appointment Date:**
- Accepted outside employment:** Outside employment accepted date:
- Administrator request:** The period covered is _____ through _____
 -OR- Current outside employment beginning _____

Outside Employment Status (Select one):

- I have outside employment to report (complete table below).
- I have no outside employment to report.

	Nature of Outside Employment Held	Number of Hours for Reporting Period	Expected Duration From/To
1	Advanced Placement Test Tutor - Bright Futures, Inc.	96	Mar-May 2023
2			

HRS - Outside Employment Disclosure Form - MPP (Start Date After January 1
 Created May 24, 2024 3:30 PM

From: Cal Poly Pomona PolyDoc (polydoc@cpp.edu)
 Status: Signed

Actions

- Download PDF
- Download Audit Report
- Add Notes

> 2 Recipients (2 Completed)

> Activity