



1. Click on the link in the email to access the form. Use only the link you were provided as they are specific to each user.

Subject: 20xx MPP Outside Employment Disclosure Form – Action Required

Chico State MPP,

To access your 20xx MPP Outside Employment Form, please [click here for form](#). **You are required to report for the calendar year of 20xx even if you have no outside employment.**

In alignment with CSU policy (HR 2016-06), all MPP and Executive employees are required to submit an Outside Employment Disclosure form annually. This is in addition to the submissions required at the time of hire or appointment and/or within 30 days of accepting outside employment. The campus policy for reporting outside employment can be found on the [Human Resources Service Center \(HRSC\)](#) site.

In order to comply with this policy, please submit your form electronically **as soon as possible**.

[Submission instructions](#) and [Frequently Asked Questions](#) are available.

If you have any questions regarding reporting outside employment, please contact [Kristen Curtis](#). If you are experiencing technical problems with the submission of the form, please contact Enterprise Applications at [DMGT@csuchico.edu](mailto:DMGT@csuchico.edu).

Thank you in advance for your timely submission.

**Kristen Curtis**  
Director of Talent Management  
Human Resources ♦KNDL 211E ♦Zip 0010  
400 West First Street, Chico CA 95929-0010

2. You may need to disable the pop-up blocker on your browser. Please refer to the ITSS Knowledge Base for [Disabling Pop-Up Blockers](#).
3. Using your campus credentials, log into OnBase.

**OnBase**  
Foundation EP5

CHICO

KNCURTIS

••••••••

Login

- Once you have logged in, your employee information should automatically populate in the **Employee Information** section of the form. If it does not appear or is information for another person, please contact Enterprise Applications at [DMGT@csuchico.edu](mailto:DMGT@csuchico.edu) before continuing.
- The type of disclosure will be preselected for you based on the reporting required.



Human Resources Service Center  
[Contact Us](#)

Employment Disclosure  
 Management Personnel Plan (MPP)

If you have any problems accessing the content on this page, please contact the Accessibility Resource Center at 530-898-5959 or submit an [Accessible Content service ticket](#).

If you have questions regarding reporting your outside employment, please contact [Kristen Curtis](mailto:Kristen.Curtis).

If you are experiencing technical problems with this page, please contact Enterprise Applications at [DMGT@csuchico.edu](mailto:DMGT@csuchico.edu).

**Purpose:** This form is to be completed as appropriate by MPP (excluding Vice Presidents and Executive employees) pursuant to Section 42740 of Title 5, California Code of Regulations.

**Employee Information**

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Chico State ID*      | Position/Title       | Department           |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| First Name           | Division             | Campus               |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Last Name            |                      |                      |
| <input type="text"/> |                      |                      |

**Type of Disclosure**

|  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Annual:   | <input type="checkbox"/> Time of Hire or Appointment Date: | <input type="checkbox"/> Accepted outside employment:     | <input type="checkbox"/> Administrator Request:                              |
| The period covered is (Time of hire or appointment)<br>January 1, 2022 - December 31, 2022 | <input type="text"/>                                       | Outside employment accepted date:<br><input type="text"/> | The period covered is:<br>January 1, 2022 - December 31, 2022                |
|  |  |   | Current outside employment beginning:<br>January 1, 2022 - December 31, 2022 |

- In the **Outside Employment Involvement** section, select yes or no if you have outside employment to report. If you select yes, the **Employee Information** section will open and allow you to enter the nature of the outside employment held, the number of hours for the reporting period and the duration to and from.
- Select the **sign and date** button and then **submit**.

**Outside Employment Involvement**

Annual Disclosure for the Period:  
January 1, 2022 - December 31, 2022

I have outside employment to report.\*  
 Yes  No

**Employment Information**

|                                    |                                       |                      |
|------------------------------------|---------------------------------------|----------------------|
| Nature of Outside Employment Held* | Number of Hours for Reporting Period* | Duration From/To*    |
| <input type="text"/>               | <input type="text"/>                  | <input type="text"/> |
| Nature of Outside Employment Held  | Number of Hours for Reporting Period  | Duration From/To     |
| <input type="text"/>               | <input type="text"/>                  | <input type="text"/> |

**Optional - Additional Documents (0)**

If Applicable, submit attachments to the independent review committee

**Employee Certification and Review**

I hereby 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.

Employee's Signature:  Date:

**Accommodation Statement**

CSU, Chico is committed to accessibility. If you have any problems accessing this material, please contact the Accessibility Resource Center at 898-5959 or Employment Services or submit an [Accessible Content service ticket](#) (opens in new window).

If you have any questions regarding reporting your outside employment, please contact Kristen Curtis at [Kncurtis@csuchico.edu](mailto:Kncurtis@csuchico.edu).

If you are experiencing technical problems with the submission of the form, please contact Enterprise Applications at [DMGT@csuchico.edu](mailto:DMGT@csuchico.edu).