

Final Reports Due July 31 (one month following fiscal year end)

Following the completion of the year for which the Outside Employment form was submitted, employees performing the outside research or consulting services must submit a statement of the amount of actual time they spent on such outside research or consulting services. This statement is a separate document from the Request for Approval form and is mandated by the [Illinois General Assembly Public Act 76-1343](#). To comply with this mandate, please send a brief report (no required format) of the outside employment that you completed in writing or via e-mail to Amy Hodges (AD-Hodges@wiu.edu) by July 31. Please identify the reporting fiscal year and include 1) a brief description of the outside activity/employment in which you were engaged and for which you received compensation, 2) the dates of the activity/employment, and 3) the actual amount of time that was spent. This report should be completed by all persons who performed outside employment.

Please keep this last page of instructions (as a reminder to file your outside employment report, if necessary), along with a copy of your submitted request form for your own records.