

ENTERPRISE CONTENT MANAGEMENT (ECM) OUTSIDE EMPLOYMENT FORM – DOCUMENT RETRIEVAL

The following are instructions for retrieving archived Outside Employment forms from ECM:

- 1) Go to the ECM website: <http://ecm.isd.lacounty.gov/OEF>
- 2) Log in using your mylacounty.gov username and password.
- 3) From the top menu, select **eForm** then **Outside Employment Form**.



- 4) Enter 'e' + employee number being retrieved.

OEF Search:

Employee Number:

- 5) The system returns a list of available OEF documents. Click to preview or download the required document.

OEF Form List:

Document	Created Date
2015 OEF	05/19/2015 - 09:55 AM
2014 OEF	05/06/2014 - 11:57 AM

Preview - 2015 OEF (05/19/2015 - 09:55 AM)

COUNTY OF LOS ANGELES
EMPLOYEE REPORT ON OUTSIDE EMPLOYMENT ACTIVITIES
ALL FULL-TIME PERMANENT COUNTY EMPLOYEES ARE REQUIRED TO COMPLETE THIS FORM!

I. EMPLOYEE INFORMATION

Employee Name	Department Number 100	Division
Payroll Title PRINCIPAL ANALYST, HUMAN RESOURCES	Employee Number	Telephone

DECLARATION OF OUTSIDE EMPLOYMENT ACTIVITY
PLACE A CHECKMARK (X) NEXT TO THE STATEMENT THAT APPLIES TO YOUR SITUATION

II. NO CURRENT OUTSIDE EMPLOYMENT

I AM NOT presently engaged nor do I plan to engage in outside employment (including self-employment), or intend to be, gainfully employed (or self-employed). Outside employment includes services provided under the State of California In-Home Supportive Services (IHSS) program. My outside employment:

IF YOU ARE NOT ENGAGED/DID NOT PLAN TO ENGAGE IN OUTSIDE EMPLOYMENT ACTIVITY PROCEED TO SECTION V

III. CURRENT OUTSIDE EMPLOYMENT

I AM presently engaged or planning to engage in outside employment (including self-employment), or intend to be, gainfully employed (or self-employed). Outside employment includes services provided under the State of California In-Home Supportive Services (IHSS) program.

- Is limited to a maximum of 24 hours per week.
- Does not involve use of County time, property, tools, records, confidential information, vehicles, buildings, or other resources.

Please email eformsupport@hr.lacounty.gov with any questions about using this system.