



Secondary Employment Form Instructions

*The Secondary Employment Form is a process used to track current City of Memphis Employees that have 2nd jobs. Due to COVID-19 this process has been put into place to help better track of our employees. **Note: This process is mandatory and should be completed on an annual bases.***

How to submit the Secondary Employment Form

- 1.) Go to the Oracle Fusion self-service link <https://eeim.login.us2.oraclecloud.com/>
- 2.) Login into Oracle Fusion

SIGN IN
ORACLE APPLICATIONS CLOUD

User ID

Password

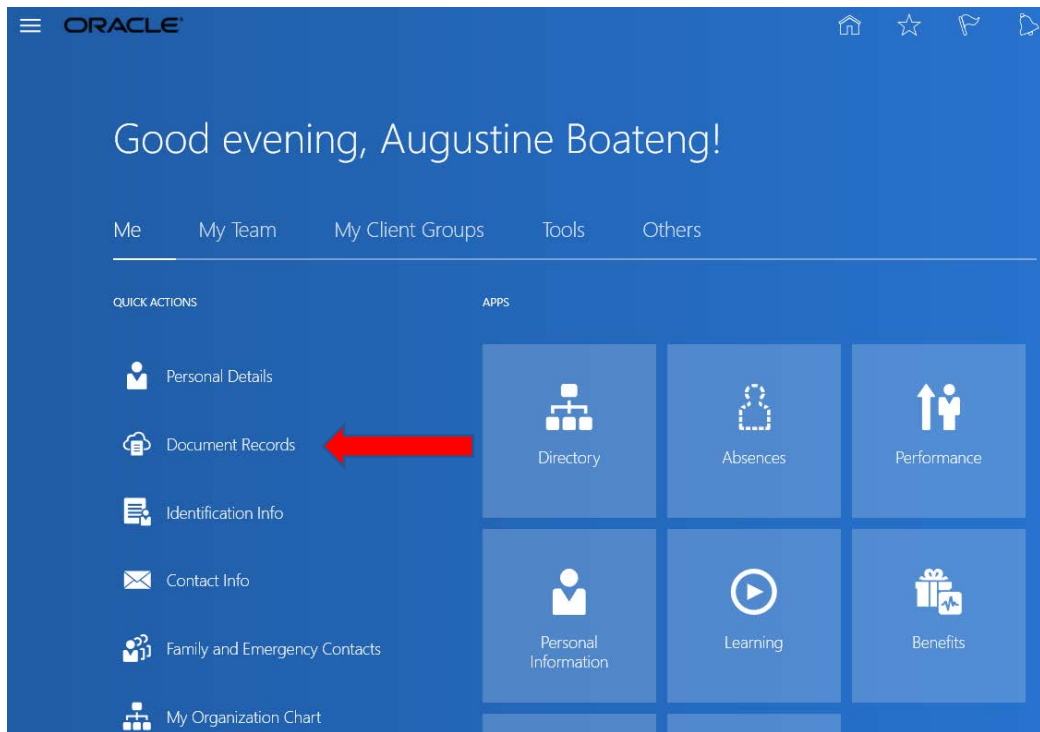
[Forgot Password](#)

Sign In

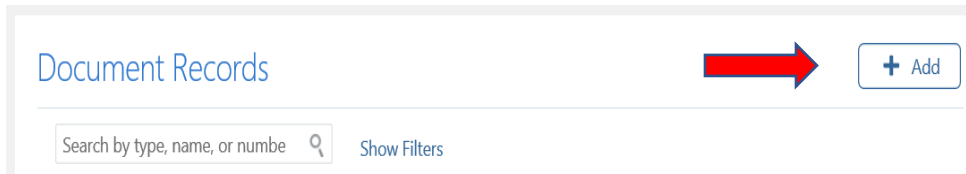
English

User name: first.last name
Password: Fusion password

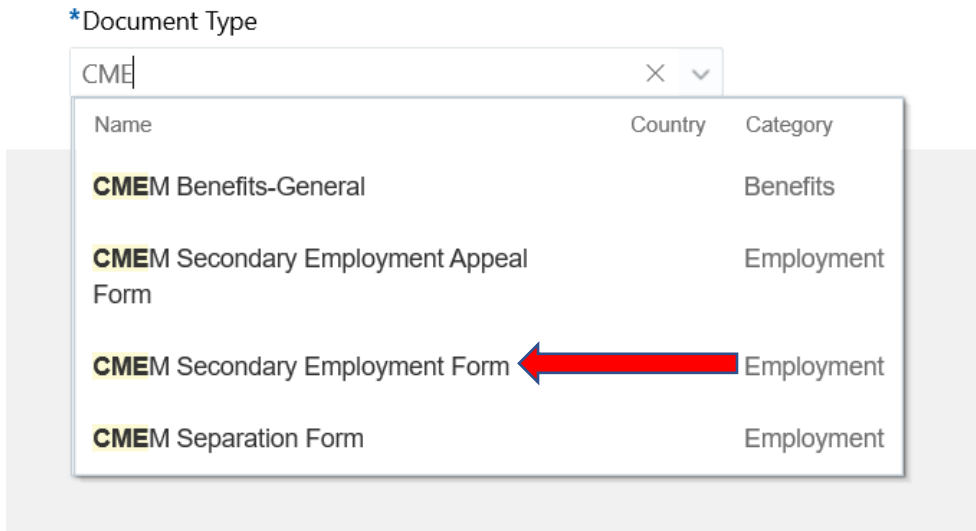
3.) Click Document Records



4.) Click the Add button



5.) Search “**CMEM Secondary Employment Form**” and select it
Document Details



6.) Complete the questions

*Document Type
I Secondary Employment Form ⓘ

Category
Employment

Context Value
CMEM Secondary Employment Form

Employee Name

Employee Number

Employee SSN (last 4 digits)

In which City Division do You currently work?

Are You a Full-time or Part-time City Employee?

What is your City of Memphis Job Title?

Name of the Company for which you will work or be Involved

Describe the type of business the Company conducts.

What will be Your Job Title?

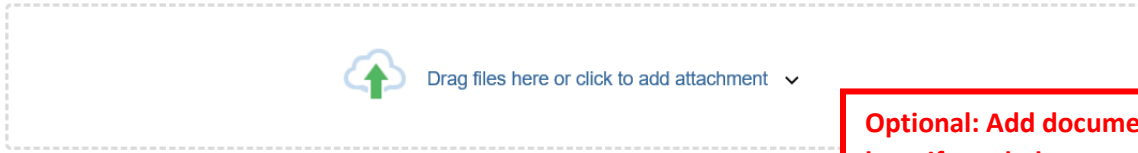
Describe your position, job duties, and the involvement you anticipate

What days of the Week and hours do you expect to work?

How many hours do you expect to work per week?

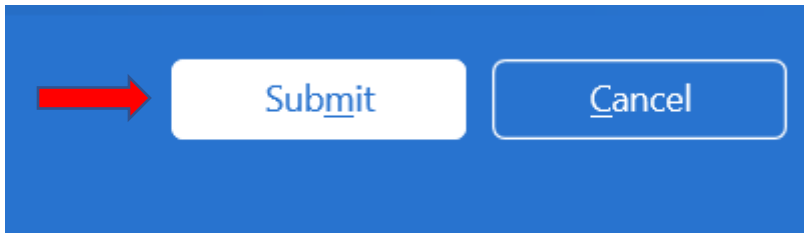
Does the Secondary Employment involve working in a healthcare en...

Attachments



Optional: Add document here if needed.

7.) Click the Submit button to complete the process



Note: After the form has been completed, you will see an alert regarding the approval.


Document Records

+ Add

Search by type, name, or number

Show Filters

Sort By Last Updated - Descending

 We are submitting your changes for approval.



Document Type
CMEM Secondary Employment Form

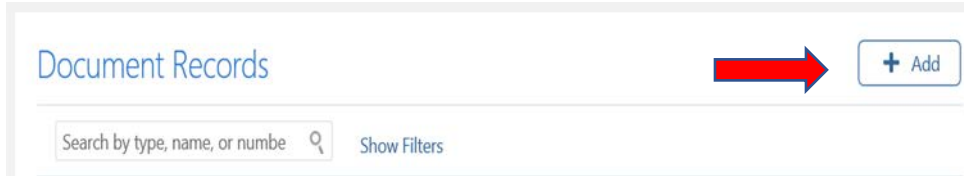
Category
Employment

Name

Last Updated Date
9/15/2020

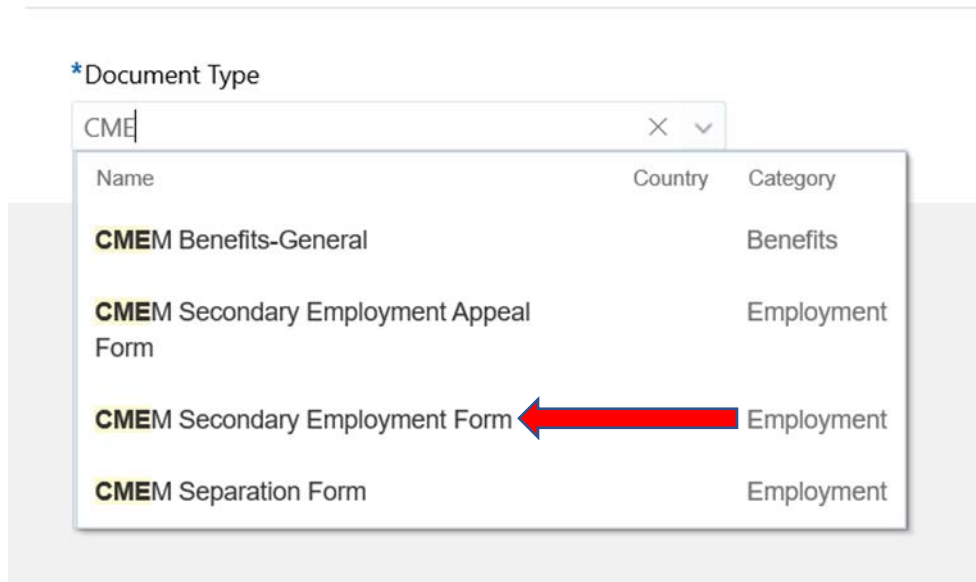
How to submit a Secondary Employment Appeal

1.) Click the Add button



2.) Search "CMEM Secondary Employment Appeal Form" and select it

Document Details



3.) Complete the questions

*Document Type

CMEM Secondary Employr X v ⓘ

Category

Employment

Context Value

CMEM Secondary Employment Appeal Form v

Employee Name

Employee Number

Employee SSN (last 4 digits)

In which City Division do You currently work?

Are You a Full-time or Part-time City Employee?

What is your City of Memphis Job Title?

Name of the Company for which you will work or be Involved

Attachments

Describe the type of business the Company conducts.


What will be Your Job Title?

Describe your position, job duties, and the involvement you anticipate

What days of the Week and hours do you expect to work?

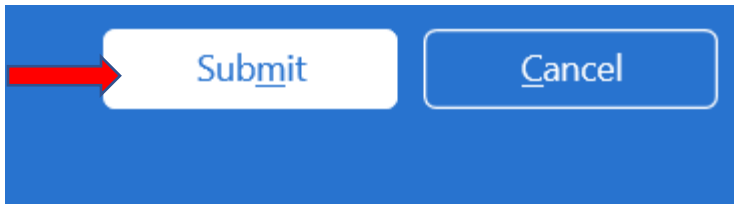
How many hours do you expect to work per week?

Does the Secondary Employment involve working in a healthcare environment (Y/N)?

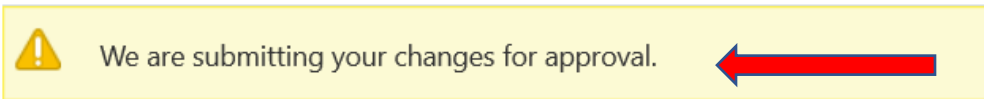
 Drag files here or click to add attachment v

Optional: Add document here if needed.

4.) Click the Submit button to complete the process.



Note: After the form has been completed, you will see an alert regarding the approval.



Document Type
CMEM Secondary Employment Appeal Form

Category
Employment

Name

Last Updated Date
9/15/2020