Electronic Conflict of Interest Declaration – Employee Submission

Getting Started:

1. Log in to HRIS https://www.as.ksu.edu/psp/HRIS using your eid and password:



2. Click on Employee Self Service:

Favorites Main Menu > Employee Self Service			
Main Menu >			
Employee Self Service			
Employee Self Service allows K-State employees to view their	pay check data, personal informaton, leave balances, life insuran	ce, compensation and training summary. Allows K-State employee	s to update W-4 tax information and education/degree data.
Vew Work Information	Report and review your time, schedules, request absences and nore. Time Estity	Review out discussion summary Review out discussion summary binnen binne	Any data and Compensation Review you say and companies the history. Update you drived, deposit and other desixation or contribution the deposit and other desixation or contribution The start of the desixation of the desixation The desixation The desixation The desixation
Benefits Review heath, insurance, sawings, pension or other benefits information. Review and update dependent and beneficiary personal information. Benefits Summary Et life Insurance Summary	Add or review information about profiles of skills and competencies, interest lists, training and development. Training Summary KSU Training Enrolment		

3. Select Conflict of Interest from the Personal Information menu:



4. To complete a Conflict of Interest Declaration, verify the correct fiscal year for the declaration and click the <u>Conflict of Interest</u> button.



- 5. If you entered the Conflict of Interest area to complete a new consulting form, click the <u>Consulting Only</u> button.
- 6. Complete each question as directed. If your answers require completion of Form B, it will be included as part of the Conflict of Interest Electronic Form.
 - a. You can click the FAQ for questions regarding the Conflict of Interest Declaration
 - b. You may save a partially completed declaration and return to complete at a later time.

EmpliD	Ye	ar 2011	Sequence	4			
Nan	1e						
Departm	ient.						
Job 1	litle						FAQ
Form /	A - Question 1 of 7						
	Ownership: Owne venture, and every you or other memb 12 months, which r five percent, which royalties, and copy acquired through ti Are there any own meet this criteria a influence or potent	rship intender other bu ers of yo epresent ever is le rights is a he Reger ership into nd could ially confl	erest in any isiness inter ur househol s a legal or ss. Ownersh also include also include also include ts' retireme erests you h an independ lict with any	corporatior est, includii d own or ha equitable ir ip of intelle d. Ownersh nt program ave or a m ient observ of your res	, partnership, t ig land used fic ave owned with iterest exceedil ictual property, ip of funds and s is not include ember of your i er conclude th earch/educatio	rust, joint ir income which in the preceding g \$10,000 or e.g., patents, I holdings d. family has which at they appear to nal activities?	
	⊙ _{No}	Cyes	s ¥				
		Ne	ext >>			Save	

7. If you click yes to question 5, you will see the <u>Consult</u> button as a selection, indicating that you must complete a Consulting Form as part of your conflict of Interest Declaration. The Consulting Form must be completed before you will be able to submit your Conflict of Interest Declaration.

Form A - Que	estion 5 of 7		
Sin; acti [,] but	gle 24-hour Act vities that occur must be reported	ivities: For facult within a single 24- d annually in writir	ty members only, personal, professional hour period need not have prior approval ng on this form.
Did repo	you engage in a orted and approv	ny such single-oc /ed?	casion activities which were not previously
	CNo	© Yes	
	<< Back	Next >>	Consult Save

8. Read the Statement regarding the Conflict of Time Commitment and click Next.



9. Questions 6 and 7 relate to the Regent's policy. You must agree to reading the policy on question 6 and answer appropriately to question 7 before moving to the review of Form A.

Form A - Questions 6 & 7
I have read and I understand the Regents' policy on Commitment of Time, Conflict of Interest, Consulting and Other Employment. BOR policy can be accessed at www.kansasregents.org/policies_procedures
© No CYes
In light of Regents' policy, some of my external activities may appear to an independent reasonable observer to create a conflict of time or effort.
© No CYes
<< Back Next >> Save

10. Review: Review the answers submitted on Form A. Make any necessary corrections and click next:

REVIEW					
Section A - Conflict of Interest					
Question 1. Ownership	No	•	Yes	0	
Question 2. Compensation	No	ē	Yes	С	
Question 3. Office	No	•	Yes	С	
Question 4. Fees and Commissions	No	0	Yes	•	
Question 5. Single 24-hours Activity	No	0	Yes	۲	
Section B - Conflict of Time Comm	nitmen	t			
Question 6. Understand Regents Policy	No	0	Yes	œ	
Question 7. Conflict of time or effort	No	•	Yes	О	
<< Back Next >>			Consult		Save
		-	Controlat		oure

11. If "No" is answered for all questions on Form A except question 6, then no Form B is required. Click the box stating that you agree to the declaration and click submit. **NOTE**: The <u>Submit</u> button must be selected to complete the declaration for approval.



- 12. If Form B is required, complete the necessary questions. Only the required Form B questions will be shown.
- 13. During completion of Form B, the Mgmt Plan button will appear. If a Management Plan is required due to a possible conflict of interest, you may click on the Mgmt Plan button at any time and complete a Management Plan. The plan will be submitted for approval with the Conflict of Interest Declaration when the Submit button. Is selected. Following completion of a Management Plan, the Mgmt Plan button will remain visible.
- 14. At the completion of Form B, check the box to agree to the Declaration of Conflict of Interest in order to submit for approval. If a consulting form was required, it will be required prior to submission.

Form B: Disclosure Stat	ement of Financial and	d/or Time Commitment Ir	iterest			
H. DECLARATION: I, commitments (including my knowledge and beil matters required by law and K-State policies ar statement as required i this statement will be re	Betty Jones, decl accompanying pag ef is a true, correct : . I have read and at d procedures. Also, or intentionally filing ported when the inf I agree to the Stat	lare that this statemern les and statements) h and complete stateme gree to abide by feder 1 understand that Re- a false statement mar formation becomes kn tement of Conflict of Inte	t of significant fii as been examine nt of all my signi "al and Regents" gents' policy stat y result in discipi own to me.	nancial in ed by me ficant inte conflict o tes that fa inary action	terest and tim and to the be erests and oth f interest poli illure to file th on. Any chan	- st of ier cies is ges to
<< Bac	ĸ	Mgmt Plan		Save	Submit	

15. After submission you will receive the following message. If your Dean or Department Head requires additional information, they may reject your declaration. In the event of a rejection, an email will be sent to inform you that you must correct and re-submit the Declaration of Conflict of Interest.



- 16. If the Conflict of Interest Declaration was rejected you may add additional information by logging in to HRIS <u>https://www.as.ksu.edu/psp/HRIS</u> using your eid and password:
- 17. Click the <u>Search</u> button for the appropriate fiscal year and the rejected document will be available for edit and re-submission.

Conflict of Interest Enter any information you have and click Search. Leave fields blank for
Find an Existing Value
Limit the number of results to (up to 300): 300
Year: begins with 💌 2012
Search Clear Basic Search 📄 Save Search Criteria
Find an Existing Value Add a New Value

DECLARA	ATION					
DECL intere compl Other K-Stal Reger may r submi	ARATION: I, Betty st has been examilete statement. I h Employment Politi te. I have complie nts' policy states t esult in disciplinar ission.	y Jones ,decla ined by me and t ave read the Reg cies and I have co d with federal cor hat failure to file t y action. Any cha	re that this report of o the best of my kn gents' Commitment omplied with consul iflict of interest poli this statement as re anges to this statem	of financial intere owledge and be of Time, Conflic ting approval po cies and regulat equired or intent ient will be repol	est and pote elief is a true t of Interest, blicies and p tions. Also, I tionally filing rted prior to	ential conflict of correct and Consulting and rocedures of understand that a false statemer proposal
	de Book	Novtas	1	Concult	Covo	