Electronic Conflict of Interest Declaration – Manager Approval
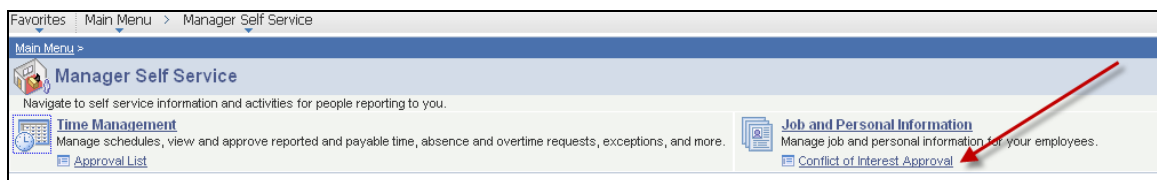
Getting Started – Management Approval

1. Log in to HRIS https://www.as.ksu.edu/psp/HRIS using your eid and password:
2. Click on Manager Self Service

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

4. Click [Search] to display the list of all employees that have a Conflict of Interest Declaration awaiting approval.

5. Employees from the Manager department awaiting approval are displayed.

6. Click on the employee name or id to review and approve the Declaration

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7. Review the document as completed.
   a. If Form B, a Consulting Form or Management Plan were submitted, they will be available for review by clicking on the appropriate tab.

8. Approval may only be completed by clicking the **Approval** tab. If a Conflict of Interest form and a consulting agreement are both included, the **Approval** tab will approve all documents.
9. If the document is satisfactory, select the option "There is no Conflict"
10. If a Management Plan is required, has been submitted and is satisfactory, Select "A potential conflict exists and a plan has been developed to manage it."
11. If changes or additions are required, select "Reject". A "Rejection Reason" must be entered into the box. The Rejection Reason will be emailed to the employee so that he/she may add information and re-submit the Conflict of Interest Declaration for approval.
12. Select "Reject" or "Accept" to complete the Review

13. Once the declaration is accepted, the "Accept" and "Reject" options will be unavailable. The Approved Date will appear next to the approver, as official signature following a refresh of the screen. The name of the actual approver or designee will be listed. (Refresh the page to see your approval.)

14. To continue with additional approvals, click ⊞Next in List or 🔍Return to Search

15. If Reject is selected, the "Accept" and "Reject" options will be unavailable and the Rejection reason box will be shown. Fill in the rejection reason box . Upon rejection the form will automatically send an email to the employee.