Electronic Conflict of Interest Declaration – Employee Submission

Getting Started:

1. Log in to HRIS [https://hris.k-state.edu/](https://hris.k-state.edu/) using your eID and password:
2. Click on Employee Self Service:

3. Find the **Personal Information** menu.
4. Click **Conflict of Interest/Consult**

5. The year that you are reporting should be in the new value box.

6. To complete a Conflict of Interest Declaration, verify the correct fiscal year for the declaration and then click the **Conflict of Interest** button.

7. Complete each question as directed. If you are declaring no conflict of interest, make sure you select the “No” response. If you select the “Yes” response, Form B will be triggered and if Form B is left blank, it will cause the Conflict of Interest to be rejected by an approving administrator. You would then receive an email notification to correct and resubmit a new Conflict of Interest Declaration form.
   a. You may click the FAQ for questions regarding the Conflict of Interest Declaration
   b. You may save a partially completed declaration and return to complete it at a later time.
8. If you click yes to question 5, you will see the Add/Edit Consulting Form link, indicating that you must complete a Consulting Form as part of your Conflict of Interest Declaration. When you complete the Consulting Form the Next >> button will take you back to the Conflict of Interest Declaration.

9. Read the Statement regarding the Conflict of Time Commitment and click Next >>
10. Questions 6 and 7 relate to the Regent’s policy. You must agree to reading the policy as part of question 6. Answer question 7, as appropriate, before moving to the review of Form A.

11. Review: Review the answers submitted on Form A. Make any necessary corrections and click.
12. 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 button must be selected to complete the declaration for approval.

13. If a “Yes” answer was selected for any questions 1-5 or question 7, Form B is required. Form B will appear and you will need to complete the necessary questions.

14. During completion of Form B, the link will appear. If a Management Plan is required due to a possible conflict of interest, you may click on the link at any time and complete a Management Plan. The plan will be submitted for approval with the Conflict of Interest Declaration when the button is selected. Following completion
of a Management Plan, the **Add/Edit Management Plan** button will remain visible. If you have questions as to whether a Management Plan is needed, talk to your supervisor or contact the Office of the Provost (532-6224).

15. At the completion of Form B, check the box to agree to the Declaration of Conflict of Interest, and select **Submit** in order to submit for approval. If a consulting form is required, it must be completed prior to submission.

16. After submission you will receive the following message. If your immediate Supervisor, Department/Unit Head, Dean or the Office of the Provost 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.

17. If the Conflict of Interest Declaration was rejected, you may add additional information by logging in to HRIS [https://hris.k-state.edu/](https://hris.k-state.edu/) using your eID and password.

18. Return to the **/ Personal Information** / Conflict of Interest/Consulting Only and the rejected document will be available for edit and re-submission.
19. The Conflict of Interest Declaration will load.
   a. To review Form A, click the << Back button.
   b. To review Form B, click the Next >> Button.
   c. To complete the consulting form, click the Add/Edit Consulting Form link.