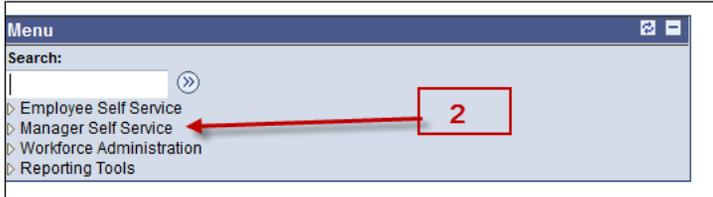


Electronic Conflict of Interest Review and Approval Tutorial for Supervisors/Managers

Getting Started – Supervisor/Management Approval

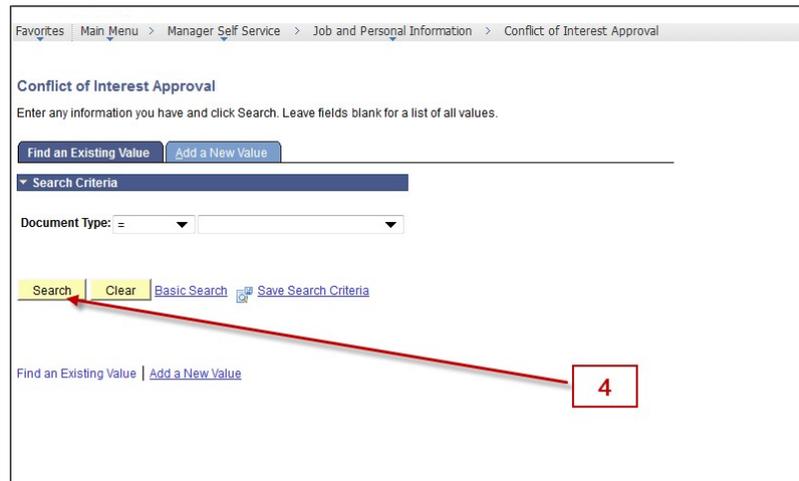
1. Log in to HRIS <https://hris.k-state.edu/> using your K-State eID and password.
2. Click on Manager Self Service.



3. Select Conflict of Interest Approval from the Job and 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's department awaiting approval are displayed.

Conflict of Interest Approval

Enter any information you have and click Search. Leave fields blank

[Find an Existing Value](#) [Add a New Value](#)

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-25 of 25 Last

EmpID	Year	Effective Sequence	Name
W0000001234	2011	1	Wildcat, Willie
W0000002345	2011	2	McDonald, Ronald
W0000005498	2011	3	Ahearn, Mike
W0000009876	2011	4	Doe, Jane

- Click on the employee name or id to review the declaration.

Conflict of Interest Approval

Enter any information you have and click Search. Leave fields blank

[Find an Existing Value](#) [Add a New Value](#)

Limit the number of results to (up to 300):

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Search Results

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EmpID	Year	Effective Sequence	Name
W0000001234	2011	1	Wildcat, Willie
W0000002345	2011	2	McDonald, Ronald
W0000005498	2011	3	Ahearn, Mike
W0000009876	2011	4	Doe, Jane

- Review Form A. If Form B, a Management Plan or a Consulting Form was submitted, it will be available for review by clicking on the appropriate tab.

- 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.

Favorites | Main Menu > Manager Self Service > Job and Personal Information > Conflict of Interest Approval

[Form A](#) [Form B](#) [Management Plan](#) [Consulting Form](#) [Approval](#)

EmpID: W0000000000 Year: 2014 Sequence: 0

Name: Wildcat, Willie

Department: 3670005060 Information Systems Office

Job Title: Project Coordinator

[7](#) [7](#) [7](#) [7](#) [8](#) [FAQ](#)

REVIEW

- If in your opinion and pursuant to the policy there is no conflict of interest, select the option "There is no Conflict."

- Select **Accept** to complete the review.

11. If a Management Plan is required, has been submitted and it properly manages the conflict of interest, select “A potential conflict exists.”
12. Select Accept to complete the review.

Favorites Main Menu > Manager Self Service > Job and Personal Information > Conflict of Interest Approval

Form A Form B Management Plan Consulting Form **Approval**

Empl ID W0000 Year 2014 Sequence 0
 Name Johnson, Shirty
 Department 3670005060 Information Systems Office
 Job Title Project Coordinator [FAQ](#)

REVIEW

I have reviewed the (potential) conflicts of interest and/or conflicts of time commitment with the above named individual, and procedures have been implemented to manage the (potential) conflicts. As implemented, these management practices should ensure that none of the above referenced conflicts or potential conflicts will interfere with the performance of the individual's teaching, research, and/or professional service activities.

There is no conflict
 A potential conflict exists.

Manager Tutorial Tips for Accept and Reject:
 If you select "There is no conflict", then select Accept.
 If you select "A potential conflict exists" and a management plan has been developed to manage the conflict, then select Accept.
 If you select "A potential conflict exists", but more information is needed, select Reject and enter the reason into the KSU Rejection box.
 Rejection reasons may include (1) a management plan has not been submitted, (2) a potential conflict was declared in Form A, but Form B is blank, (3) changes or additions are required to one or more of the forms (Form A, Form B, Management Plan, or Consulting Form).

Approved Date 06/15/2013

Supervisor Wildcat, Willie
 For Dept Smith Robert
 For Pres/VP/Dean Schwarzenegger, Susan
 For Provost Mason, April C

KSU Rejection

Reject Accept

Agreement to the statement of Conflict of Interest and clicking the Accept button serves as your electronic signature.

13. If changes or additions are required to any of the forms, or if a Management Plan needs to be added because a potential conflict of interest exists, the COI must be rejected.

First, select the option “A potential conflict exists.”

Then, enter the “KSU Rejection” reason into the box. The KSU Rejection reason will be emailed to the employee so that he/she may change or add information and re-submit the Conflict of Interest Declaration for approval.

14. Select Reject to complete the Review.

Favorites | Main Menu > Manager Self Service > Job and Personal Information > Conflict of Interest Approval

Form A | Form B | Management Plan | Consulting Form | **Approval**

Empl ID W0000 **Year** 2014 **Sequence** 0

Name Johnson, Shirley

Department 3670005060 Information Systems Office

Job Title Project Coordinator [FAQ](#)

REVIEW

I have reviewed the (potential) conflicts of interest and/or conflicts of time commitment with the above named individual, and procedures have been implemented to manage the (potential) conflicts. As implemented, these management practices should ensure that none of the above referenced conflicts or potential conflicts will interfere with the performance of the individual's teaching, research, and/or professional service activities.

There is no conflict
 A potential conflict exists.

[Manager Tutorial Tips for Accept and Reject](#)

If you select "There is no conflict", then select Accept.

If you select "A potential conflict exists" and a management plan has been developed to manage the conflict, then select Accept.

If you select "A potential conflict exists", but more information is needed, select Reject and enter the reason into the KSU Rejection box.

Rejection reasons may include (1) a management plan has not been submitted, (2) a potential conflict was declared in Form A, but Form B is blank, (3) changes or additions are required to one or more of the forms (Form A, Form B, Management Plan, or Consulting Form).

Approved Date 06/15/2013

Supervisor Wildcat, Willie

For Dept Smith Robert

For Pres/VP/Dean Schwarzenegger, Susan

For Provost Mason, April C

KSU Rejection

Agreement to the statement of Conflict of Interest and clicking the Accept button serves as your electronic signature.

15. Once the declaration is accepted or rejected, the and options will be unavailable. The Approval Date will appear next to the name of the approver. The date stamp acts as the official acceptance or rejection of the form(s). The date and name of the actual approver or designee will appear following a refresh of the screen.

16. To continue with additional approvals, click or .

Form A | Form B | Management Plan | Consulting Form | **Approval**

Empl ID W0000 Year 2014 Sequence 0

Name Meyer, Madison

Department 3670005060 Information Systems Office

Job Title Project Coordinator

[FAQ](#)

REVIEW

I have reviewed the (potential) conflicts of interest and/or conflicts of time commitment with the above named individual, and procedures have been implemented to manage the (potential) conflicts. As implemented, these management practices should ensure that none of the above referenced conflicts or potential conflicts will interfere with the performance of the individual's teaching, research, and/or professional service activities.

- There is no conflict
- A potential conflict exists.

Manager Tutorial Tips for Accept and Reject:

If you select "There is no conflict", then select Accept.

If you select "A potential conflict exists" and a management plan has been developed to manage the conflict, then select Accept.

If you select "A potential conflict exists", but more information is needed, select Reject and enter the reason into the KSU Rejection box.

Rejection reasons may include (1) a management plan has not been submitted, (2) a potential conflict was declared in Form A, but Form B is blank, (3) changes or additions are required to one or more of the forms (Form A, Form B, Management Plan, or Consulting Form).

Approved Date

06/15/2013

15

Supervisor Wildcat, Willie

For Dept Miller, Harvey

For Pres/VP/Dean Jones, Susan

For Provost Mason, April C

KSU Rejection

Reject

Accept

Agreement to the statement of Conflict of Interest and clicking the Accept button serves as your electronic signature.

Save | Return to Search

16

[Form A](#) | [Form B](#) | [Management Plan](#) | [Consulting Form](#) | [Approval](#)