

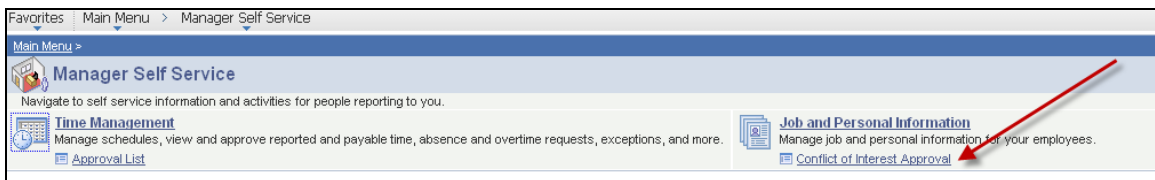
Electronic Conflict of Interest Declaration – Manager Approval

Getting Started – Management Approval

1. Log in to HRIS <https://hris.k-state.edu> 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.



- Employees from the Manager 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):

Department:

EmpID:

[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 and approve 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](#)

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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.

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

Management Form A | Management Form B | Management Consulting

EmpID Year 2012 Sequence 0

Name

Department 3670005060 Information Systems Office

Job Title Systems Coordinator [FAQ](#)

REVIEW

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

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 and a plan has been developed to manage it.

Approved Date

For Dept Wilson, Loren E

For Pres/VP/Dean Stafford, Kenneth R

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 Previous in List Next in List

[Consulting Form](#) | [Approval](#)

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](#)

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 and a plan has been developed to manage it.

Approved

For Dept Wilson, Frederick
For Dean/VP Jones, Susan
For Provost Selleck, Tom

05/17/2011 9:27AM 13.

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

14.

[Management FormA](#) | [Management FormB](#)

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.

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 and a plan has been developed to manage it.

Approved

For Dept Wilson, Frederick
For Dean/VP Jones, Susan
For Provost Selleck, Tom

Rejection Reason
 Need additional information 15.
Provost Comment

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