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:

   ![Menu](image1)

   - Employee Self Service
   - Manager Self Service
   - Workforce Development

2. Click on Employee Self Service:

   ![Employee Self Service](image2)

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

   ![Personal Information](image3)

4. Click on the “Add a New Value” tab or by clicking on the Add a New Value underlined link:
   a. The fiscal year that you are reporting should be in the new value box:

   ![Conflict of Interest](image4)
5. When you click the **Add a New Value** button, you will begin the completion of the Conflict of Interest Declaration.

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.

7. If you click yes to question 5, you will see the **Consult** 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.

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.

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

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 **Submit** 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.

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 [https://www.as.ksu.edu/psp/HRIS](https://www.as.ksu.edu/psp/HRIS) using your eid and password:

17. Click the **Search** button for the appropriate fiscal year and the rejected document will be available for edit and re-submission.
18. The Conflict of Interest Declaration will load beginning with Form B. To review form A, click the "<< Back" button.