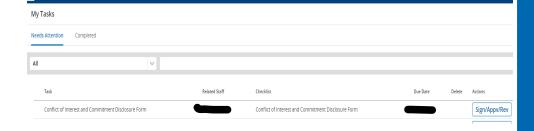
How to <u>Approve</u> Conflict of Interest and Commitment Disclosure Form in PeopleAdmin Records (Supervisor Instruction)

- Supervisor receives notification to approve COIC form via FSU e-mail address.
 Subject PeopleAdmin Records Approval Required Fayetteville State University
 (check other or junk mail if not received in inbox).
- 2. Supervisor selects Please click here and enters in FSU Credentials.
- 3. Supervisor is prompted to home page of PeopleAdmin:
 - User Group should be defaulted to Employee
 - Go to 3 dots in the upper left-hand corner of the page and select

Employee Records

4. Supervisor (approver) is now in PeopleAdmin Records. Located under All Tasks is the **Conflict of Interest Form** for your direct reports who have a completed task.

Select **SIGN/APPV/REV** to begin reviewing the form.





How to <u>Approve</u> Conflict of Interest and Commitment
Disclosure Form in PeopleAdmin Records
(Supervisor Instruction)

5. Form Review:

- I. Supervisor review form and checks one of the options listed in the Supervisor Review Section.
 - a. No Conflict of Interest or commitment reported or exists

 SELECT APPROVE
 - A <u>Category 2 conflict</u> was reported, but does not appear significant, or has been resolved with the employee to m satisfaction (Provide a written justification in text box) <u>SELECT APPROVE</u>
 - c. A Category 3 conflict was reported, and the employee has
 - i. Provide a written justification
 (Supervisor copies justification in text box) SELECT APPROVE
 - ii. Requested and been recommended for a waiver (Comment that a request to approve waiver was forwarded to Dean/Vice Chancellor on **/**/**)
 - Supervisor should email the "Print as PDF" copy of the form along with an explanation for recommending a waiver to Dean/Vice Chancellor for approval. SELECT APPROVE
 - Once approved waiver should be forwarded to Employee Relations with the subject COIC WAIVER JUSTIFICATION APPROVED



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- 6. <u>APPROVED</u> forms are automatically routed to Employee Relations for final approval.
 - REVISION REQUETED forms are return to employee to make edits.
 - DENY (not suggested) forms is canceled and employee must complete a new form

Note: Supervisors can view or print copies of their employees approved COIC by going to "FILES" located in the upper right-hand corner of the PeopleAdmin Records Module.

Based on the activity reported, and to the best of my knowledge and in my judgment the following is a result of my review of the employee's (check one).	
	No conflict of interest or commitment reported or exists
	A Category 2 conflict was reported, but does not appear significant, or has been resolved with the em ployee to my satisfaction. (Attach explanation.)
	A Category 3 conflict was reported and the employee has (check one):
	1) Provided an explanation (attach explanation)
	2) Requested and been recommended for a waiver (Attach explanation for recommending a waiver and forward to Dean/Vice Chancellor for approval.)
	A conflict was reported, but it *cannot* be satisfactorily managed, reduced or eliminated



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For Informational Purposes Only

Employee Relations Review Process

Forms identified as:

- No conflict of interest or commitment reported or exists are <u>APPROVED & FILED</u>
- Category 2 conflict was reported, but does not appear significant, or has been resolved with the employee to my satisfaction are APPROVED & FILED
- A Category 3 conflict was reported, and the employee has
 - Provided an explanation (attach explanation)
 APPROVED AND FILED
 - Requested and been recommended for a waiver
 (Attach explanation for recommending a waiver and forward to Dean/ Vice Chancellor for approval.) Form will remain under PENDING STATUS until Waiver with Dean/Vice Chancellor approval is received by e-mailed to Employee Relations
 (COIC Waver Justification)



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