

Running / Viewing / Printing Reports

Conflict of Interest

This report displays the employee's Conflict of Interest Renewal Status to assist with tracking the submission/approval process. **Submission Deadline: September 1**

Conflict of Interest Renewal Status Descriptions:

Approved: *eConflict of Interest Form has been approved at all appropriate levels.*

Dean: *eConflict of Interest Form is waiting Dean's approval.*

Not Submitted: *eConflict of Interest Form has not been submitted.*

Provost: *eConflict of Interest Form is waiting Provost's approval.*

Rejected: *eConflict of Interest Form has been rejected. Employee needs to resubmit form.*

Submitted: *eConflict of Interest Form has been submitted to Department/Unit Head.*

In order to comply with federal regulations and Board of Regents policy, Kansas State University requires all faculty and unclassified professionals with 100% time appointments to annually file the Annual Declaration and Disclosure (Conflict of Interest). Faculty and unclassified professionals who hold fractional appointments who have potential or possible conflicts of time or conflicts of interest are also required to file disclosure forms. Questions or requests for clarification regarding this process may be directed to the Office of Academic Personnel at lifesvr@k-state.edu, or call (785) 532-4392. Additional information: <http://www.k-state.edu/conflict/>

1. Access HRIS Report

Workforce Administration > Workforce Reports > Conflict of Interest

2. Select Run Control ID

Enter an existing Run Control ID or click on the "Search" button to produce a list of Run Control ID's ... search results will appear. Select a Run Control ID from the List. <Enter>

Conflict of Interest

Enter any information you have and click Search. Leave fields blank for a list of all values

Find an Existing Value Add a New Value

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

Search by: Run Control ID begins with amd

Search Advanced Search

If a RUN CONTROL ID DOES NOT EXIST, please repeat Step 1. Select "Add a New Value" tab. A "Run Control ID" edit box will appear ... Enter a three-digit Run Control ID and select the "Add" button. Note: This procedure will only need to be done ONE TIME. The RUN CONTROL ID is used to define the parameters for running the report. Once the Run Control ID is created, it may be reused for any HRIS report.

HRIS Training Tip: When creating a RUN CONTROL ID, please keep the Run Control ID short and use only alphabetical letters or numbers. Some characters (Examples: &, %, *, etc.) take on a special meaning that is not intended and may cause problems. If you have a Run Control ID that includes a special character, please discontinue using it.

The Report Request Parameters page will appear.

3. Complete the Report Request Parameters

The screenshot shows a web form titled "Conflict of Interest List". It contains the following fields and options:

- Fiscal Year: 2012
- Department: 3670020060 (with a magnifying glass icon) Biology
- Department Group ID: (with a magnifying glass icon)
- KSU Sub-Unit ID (Optional): (with a magnifying glass icon)
- Sort By Subunit (Optional)

4. Save and Run the Report

❖ Select **“Save”** to retain selected report parameters

❖ Select **“Run”** to run the report and to access the Process Scheduler Request page.

5. Set Up Process Scheduler Request Page

Server Name: PSUNX - Type: Web - Format: PDF

The screenshot shows a dialog box titled "Process Scheduler Request". It contains the following information and controls:

- User ID: ALMAMD
- Run Control ID: amd
- Server Name: PSUNX (dropdown menu)
- Run Date: 06/16/2011 (calendar icon)
- Recurrence: (dropdown menu)
- Run Time: 12:10:37PM
- Time Zone: (dropdown menu)
- Reset to Current Date/Time (button)
- Process List table:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Conflict of Interest	WPER667	SQR Report	Web	PDF	Distribution

OK Cancel (buttons)

After completing the options, select **“OK”** to run the report.

6. View or Print the Report

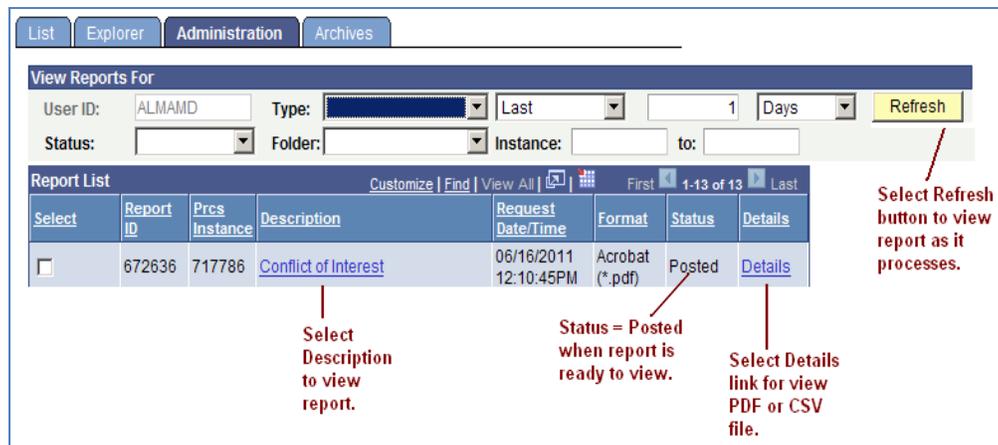
Select . . . **Report Manager** to produce a list of reports that have been sent to the process scheduler/report list



Report Manager

Select the **“Refresh”** button to view report as it processes. May need to select “Refresh” more than once.

Status will indicate **“Posted”** when report has finished processing.



- To **view** the report, select the **PDF file**.
- To view the report via **Microsoft Excel**, select the **CSV file**.

After selecting the PDF or CSV file, the report will appear.

If a technical error occurs, please contact the **IT HELP DESK at 785.532.7722**. Be prepared to provide them with any details (i.e., error message(s), steps followed, etc.).

If you have questions regarding the information displayed in the report -- please contact the **Division of Human Resources at HR@ksu.edu or 785.532.6277**.