


How to Complete the Conflict of Interest and Commitment Disclosure Form in PeopleAdmin Records (Employees Instruction)

Training Video Located [Here](#)

1. Employee receives notification to complete COIC form via FSU e-mail address.

Subject-PeopleAdmin Records – Task Here – Fayetteville State University
(check other or junk mail if not received in inbox).

FW: [EXTERNAL] Action Required: Annual Conflict of Interest Form - Fayetteville State University

 HR Info
To: [REDACTED]

[Reply](#) [Reply All](#) [Forward](#)
Fri 6/18/21

From: Fayetteville State University <do-not-reply@ted.peopleadmin.com>

Sent: Friday, June 18, 2021 9:05 AM

To: [REDACTED]

Subject: [EXTERNAL] Action Required: Annual Conflict of Interest Form - Fayetteville State University

Action Required: Annual Conflict of Interest Form - Fayetteville State University

Hello Blue,

You have been assigned new tasks.

Conflict of Interest & Commitment Disclosure Form

Task For Link

Please refer to the written instructions and the instructional video:

<https://www.uncfsu.edu/faculty-and-staff/departments-and-offices/office-of-human-resources/hr-services/peopleadmin-records>

[Log In](#)



FAYETTEVILLE
STATE UNIVERSITY™

1200 Murchison Road,
Fayetteville, NC 28301
(910) 672-1111
www.uncfsu.edu

How to Complete the Conflict of Interest and Commitment Disclosure Form in PeopleAdmin Records (Employees Instruction)

Training Video Located [Here](#)

2. Employee selects Task Link or Log In and selects the FSU Employees Link. Please select the hyperlink for **FSU EMPLOYEES**.

Fayetteville State University

[FSU Employees - Please click here to login with your credentials](#)

Guest / Other Users - Login below with the username & password used to apply:

Username

Password

Log In

3. Employee 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**

Applicant Tracking System

Welcome, Blue Bronco

My Profile

logout

User Group: Employee

Shortcuts

Applicant Tracking System

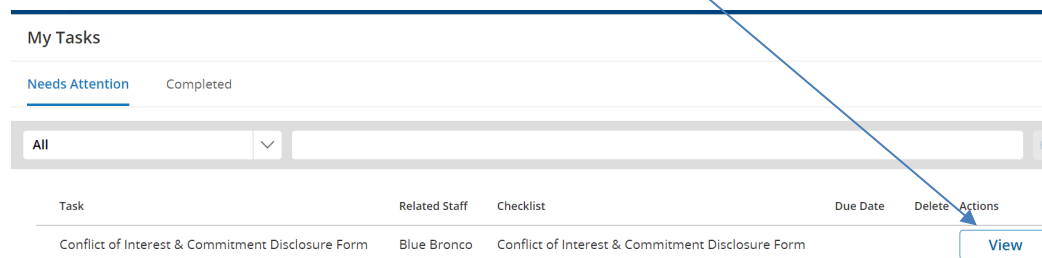
Position Management

Employee Records

How to Complete the Conflict of Interest and Commitment Disclosure Form in PeopleAdmin Records (Employees Instruction)

Training Video Located [Here](#)

4. Employee is now in PeopleAdmin Records. Located under ALL TASK is the **Conflict of Interest Form**. Select **View** to begin completing form.



The screenshot shows the 'My Tasks' interface in PeopleAdmin. It features a filter dropdown set to 'All' and a table of tasks. The table has columns for 'Task', 'Related Staff', 'Checklist', 'Due Date', 'Delete', and 'Actions'. A task is listed with the title 'Conflict of Interest & Commitment Disclosure Form', related staff 'Blue Bronco', and a 'View' button in the Actions column. A blue arrow points from the text above to this 'View' button.

5. Form Completion:

- I. Scroll to top of page
- II. Employee must check **Yes** or **No** to each question
(validation message will display if questions are left incomplete)
 - a. If employee checks Yes, all question related to the conflict must be answered
- III. Employee will ***SAVE FINAL** once all questions are answered



The screenshot shows the bottom portion of the form completion screen. It includes a 'Date' field with the value '07/18/2021', a 'Signature' field with a 'required' label and a message 'Click Save Final to move onto the signature step to sign the form', and a checkbox for 'I have read and accept the Electronic Signature Statement' with a 'required' label. At the bottom, there are five buttons: 'Close', 'Print', 'Print as PDF', 'Save Draft', and 'Save Final'. A blue arrow points from the text above to the 'Save Final' button.



FAYETTEVILLE
STATE UNIVERSITY™

1200 Murchison Road,
Fayetteville, NC 28301
(910) 672-1111
www.uncfsu.edu

How to Complete the Conflict of Interest and Commitment Disclosure Form in PeopleAdmin Records (Employees Instruction)

Training Video Located [Here](#)

- IV. Type Name and acknowledge that you have read the *Electronic Signature* Statement by checking the box. **SELECT SUBMIT** form is automatically routed to supervisor for review.

Sign

Current User [REDACTED]

Date 6/18/2021

Signature required Blue Bronco

I have read and accept the [Electronic Signature Statement](#) required

Close Print Print as PDF Submit

Note: Employee can view or print signed copy of COIC by going to “FILES” located in the upper right-hand corner of the [PeopleAdmin Records Module](#).



FAYETTEVILLE
STATE UNIVERSITY™

1200 Murchison Road,
Fayetteville, NC 28301
(910) 672-1111
www.uncfsu.edu