

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

1. 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.

My Tasks

Needs Attention Completed

All

Task	Related Staff	Checklist	Due Date	Delete	Actions
Conflict of Interest and Commitment Disclosure Form	[REDACTED]	Conflict of Interest and Commitment Disclosure Form	[REDACTED]		Sign/Approv/Rev



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How to Approve 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
 - b. A **Category 2 conflict** was reported, but does not appear significant or has been resolved with the employee to m satisfaction
(Provide a written justification in text box) **SELECT APPROVE**
 - 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 **/**/**) **SELECT APPROVE**
 1. 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**
 2. Once approved waiver should be forwarded to Employee Relations with the subject **COIC WAIVER JUSTIFICATION APPROVED**



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6. **APPROVED** forms are automatically routed to Employee Relations for final approval.

- ❖ **REVISION REQUESTED** 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.

Supervisor Review Section: _____

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 employee 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 **APPROVED & FILED**
- **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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