Approving the Outside Interests Disclosure Form – With Conflicts

Supervisor Level

IRIS Mobile through the Web

The Outside Interests Disclosure Form is for the University of Tennessee faculty and staff to disclose outside interests as required by the University's Conflict of Interests Policy which can be found here: https://iris.tennessee.edu/wp-content/uploads/sites/13/2018/05/PolicyFI0125.pdf.

The OID form routes to the IRIS Inbox of the employee's supervisor for approval. The supervisor receives a system generated email notification that an OID work item is pending their review. In this example, once a form with a conflict of interests is approved by the supervisor, the form continues in IRIS workflow for CBO review.

The IRIS Inbox is available through the *IRIS Web Portal* or through the direct links below.

1. Access *IRIS Mobile* through the *IRIS Web Portal* here: https://irisweb.tennessee.edu and click the *IRIS Mobile* tab. This method is demonstrated in this help document.

2. Alternatively, the IRIS Inbox can be accessed in a browser by visiting the *IRIS Mobile* site directly here: https://irismobile.tennessee.edu/fiori. The logon screen is shown below and requires the same NetID and password used for logging into IRIS.
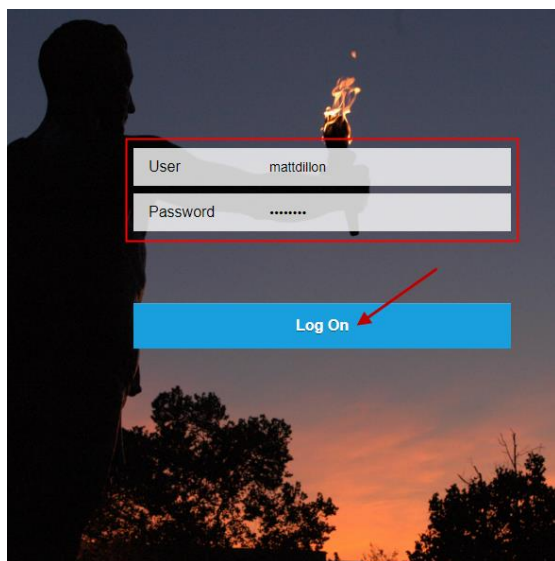
   o Note that the IRIS Inbox can be accessed directly here:
   https://irismobile.tennessee.edu/fiori#zOIDemp-display

- This document demonstrates the approval process for the supervisor approving an OID form **with** conflict of interests disclosed by the employee.

- In this example, the IRIS Inbox is accessed by option #1 above, *IRIS Mobile* through the *IRIS Web Portal.* Authenticate with your NetID and password. If you need assistance with your NetID, click one of the links to the left.

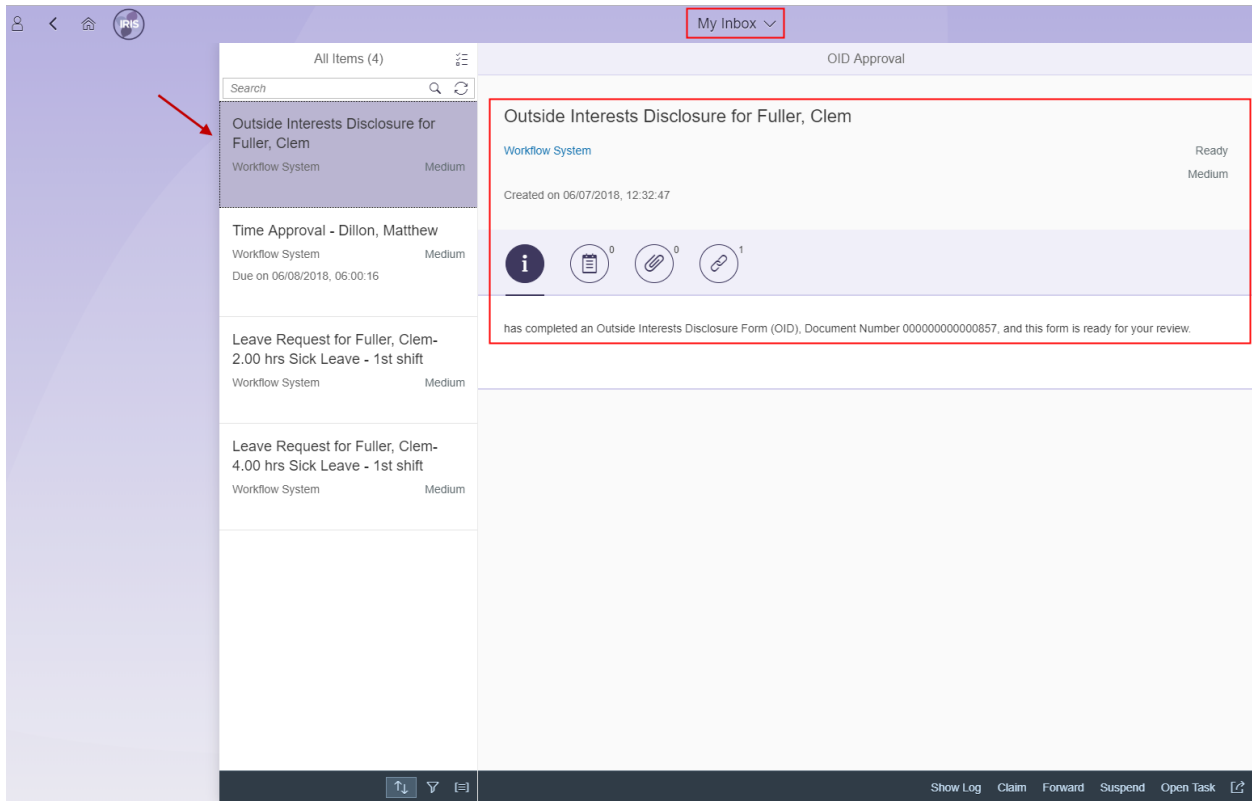- **NOTE:** Make sure your browser settings are set to allow pop-ups from this address.
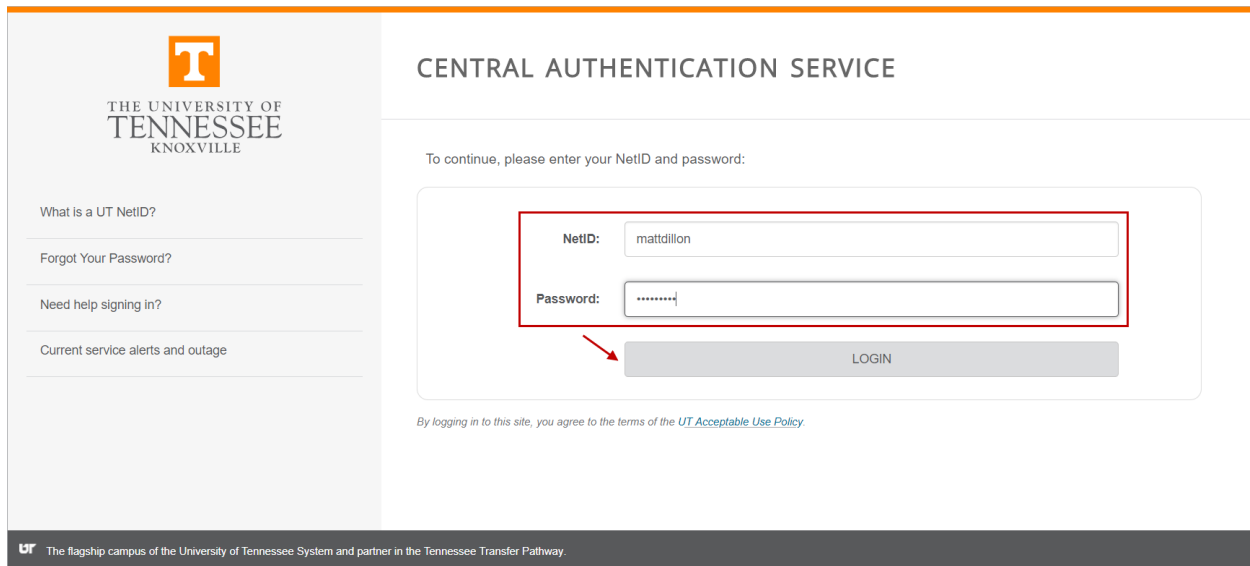
- After authenticating, click on the **IRIS Mobile** tab.
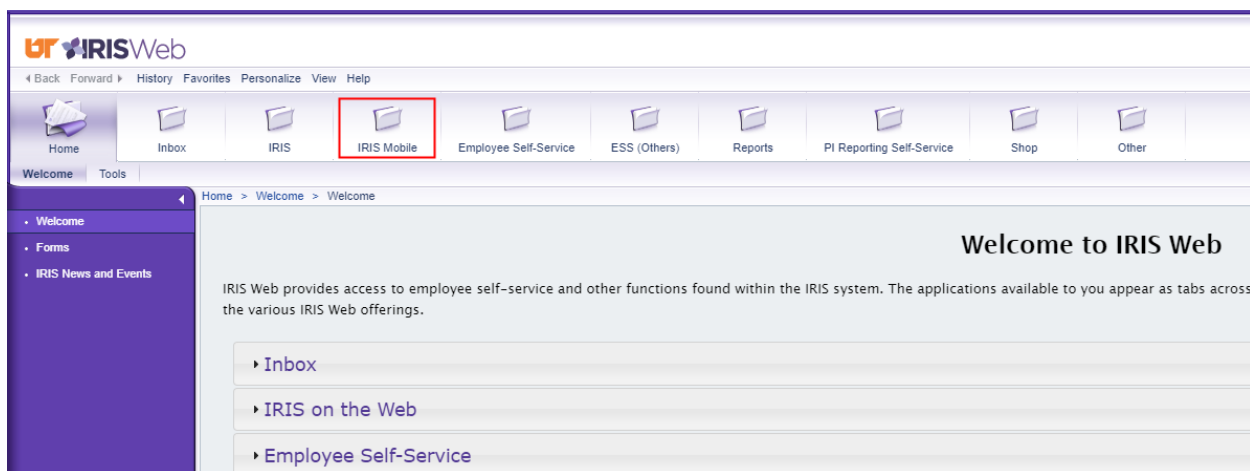
- The *IRIS Mobile Home* screen is displayed with white squares of information called **Tiles**. Select the **My Inbox** tile to display current work items pending approval. If you are an IRIS approver, all of your IRIS work items are displayed in this Inbox.
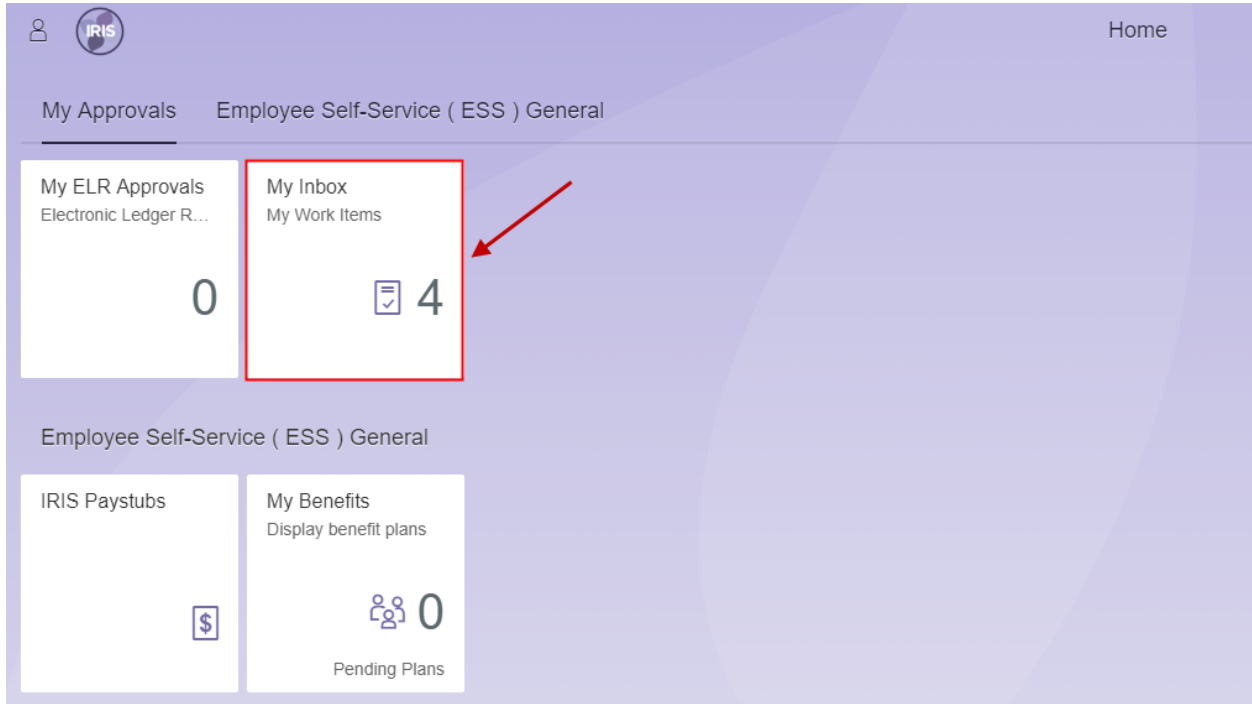
- On the *My Inbox* screen, click **Outside Interests Disclosure for (employee name)** to highlight the work item. Details are displayed on the right side of the screen.

- Select **Open Task** at the bottom of the screen to execute the work item.

- The *OID Forms (Approver)* screen is displayed. The header contains information about the employee who submitted the form. A message is displayed in red, confirming that a potential conflict has been identified for this employee.

- The form can be reviewed by selecting **Approval Path** and then **Employee**.

- Scroll down to see all information. The employee's answers are greyed out and cannot be changed. In this example, the employee has answered "Yes" to Question #1 and has filled out all required fields. Display **Comments** and **Attachments** by clicking the icon and then selecting the item to be viewed.

- The PDF that the employee attached to this OID form is displayed.

Description of Outside Interest for Clem Fuller.

- Once the form has been reviewed, select **Cancel** at the bottom of the screen to return to the *OID Form (Approver)* screen.

- The entire form can also be displayed by selecting **PDF**, and then **View PDF** at the top of the screen.

THE UNIVERSITY OF TENNESSEE

The University of Tennessee
Faculty and Staff
Outside Interests Disclosure 2018
Status: Submitted

Document ID: 857   Stage: Supervisor   Workflow ID: 215041

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Title Senior Administrative Ser   Campus/Institute University Administration

Cost Center E179994   Cost Center Name IRIS Training

Your Interests

1. Are you an officer, director, board member, trustee, owner, or employee of any organization or business entity (for-profit or non-profit) other than the University?

Yes

Name(s) of organization(s) or business entity(ies)

ABC Corporation

Position(s) held

Officer

Business of the organization(s) or business entity(ies)

Technology

List the amount of compensation

$9,999.00

2. Do you receive consulting income or honorariums totaling $10,000 or more from a single source?

No

- The OID form can be emailed by selecting **PDF** and then **Email**.

- Enter the email address on the **Email PDF** pop-up window and select **Send.**
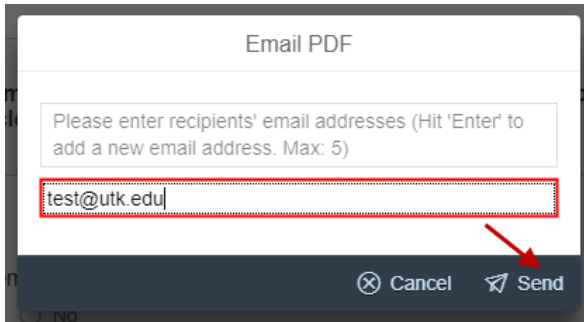
- Select the **Help** button to display the **Outside Interests Disclosure Help** website, which can also be accessed directly at https://iris.tennessee.edu/OID-Help/.

Outside Interest Disclosure

The Outside Interest Disclosure (OID) form is the means by which employees disclose certain interests and activities to the University. If you are a regular faculty or staff employee, the University of Tennessee requires you to submit an OID form annually, or whenever your reporting status changes. Please see the details below for more information.

Employees

Click HERE for everything you need to know about submitting your Outside Interest Disclosure form.
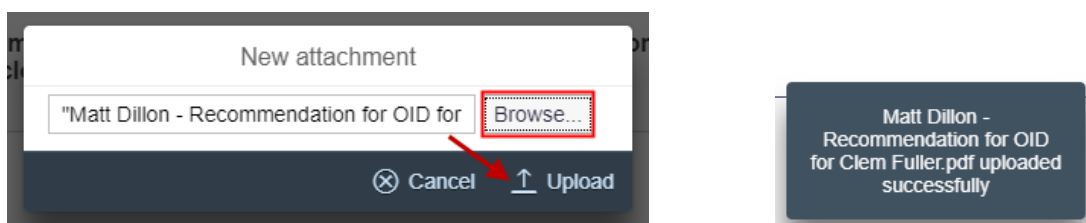
Approvers

Click HERE for everything you need to know about reviewing and approving Outside Interest Disclosure forms that have been submitted for your review.

Policy

All qualifying employees are required to disclose conflicts of interest annually, or when their reporting status changes. Click HERE to review the full policy.

- Once the form has been reviewed, answer the required questions on the *OID Forms (Approver)* screen. In this example, the employee does have outside interests to disclose. The options on this screen are as follows:

   - Question 1 defaults to **Yes** due to the identified potential conflicts for this employee.
   - Question 2 is regarding your opinion of the disclosed potential conflict of interests and must be answered to proceed.
   - A description of the potential conflict and your recommendation for resolving or monitoring can be entered in the provided text field. Additionally, approver comments can be added by selecting the **Comments** icon on the left side of the screen. A separate document can be attached by selecting the **Attachment** icon and then **New** as shown in the example below.

- Choose **Browse** to select the file to be attached and then click **Upload** to attach the document to this OID form. A confirmation message will be displayed.

- Once the form has been reviewed, all questions have been answered, and all comments/attachments have been made, the following actions are available:
  - **Approve**: Approve this OID form. In this example, the employee has conflicts of interest to disclose.
  - **Save**: Save this information and return later for processing.
  - **Return**: Return this form to the employee for revision.

- Select **Approve** to approve this form with conflicts of interest. The OID form will route to the CBO level for further review. Additional approval path information can be found here: https://iris.tennessee.edu/approving-outside-interest-disclosure/.

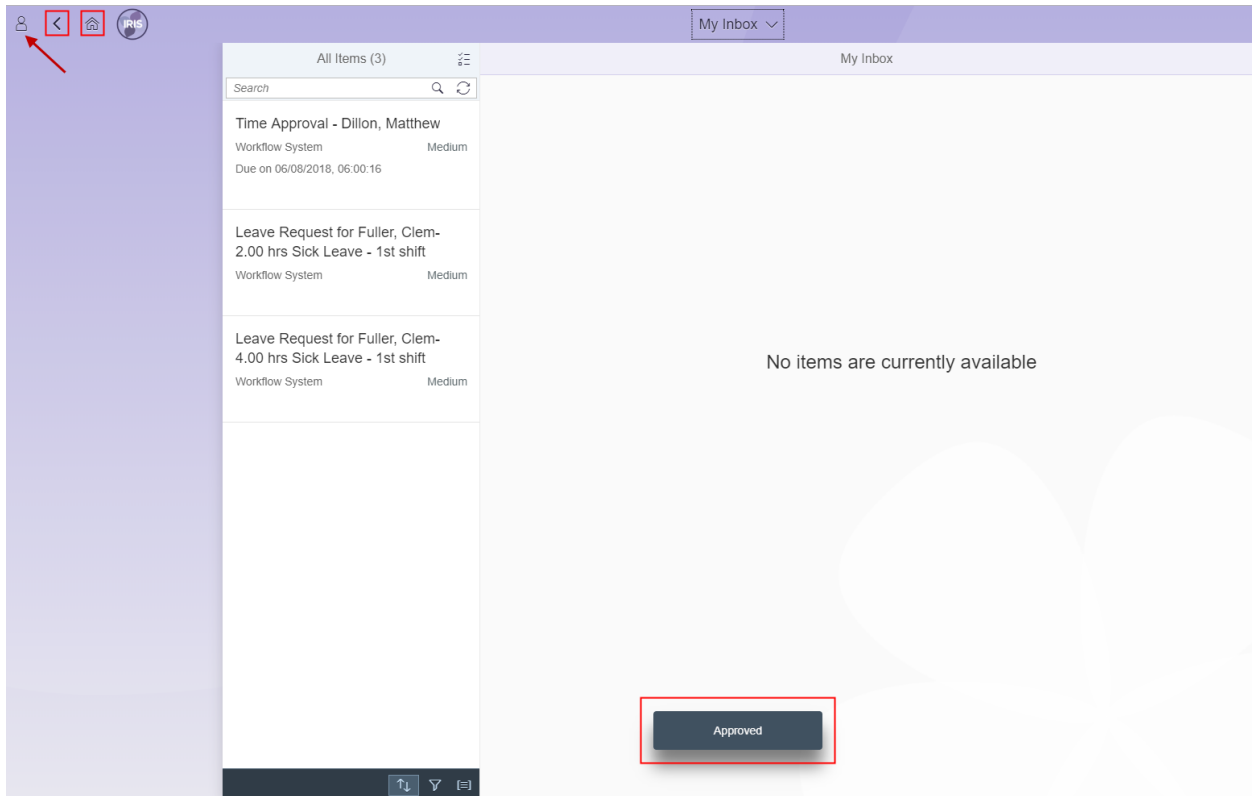- A confirmation message will appear. Select **OK** to confirm, or select **Cancel** to exit the approval process.

- An "Approved" message will be displayed and the work item will be removed from the Inbox, routing to the CBO level for review. Select the **Back Arrow** button or the **Home**

button to return to the *Home* screen. Or, select the **Person** icon to log out of the IRIS Mobile system.

- Select **Sign Out** on the profile screen.
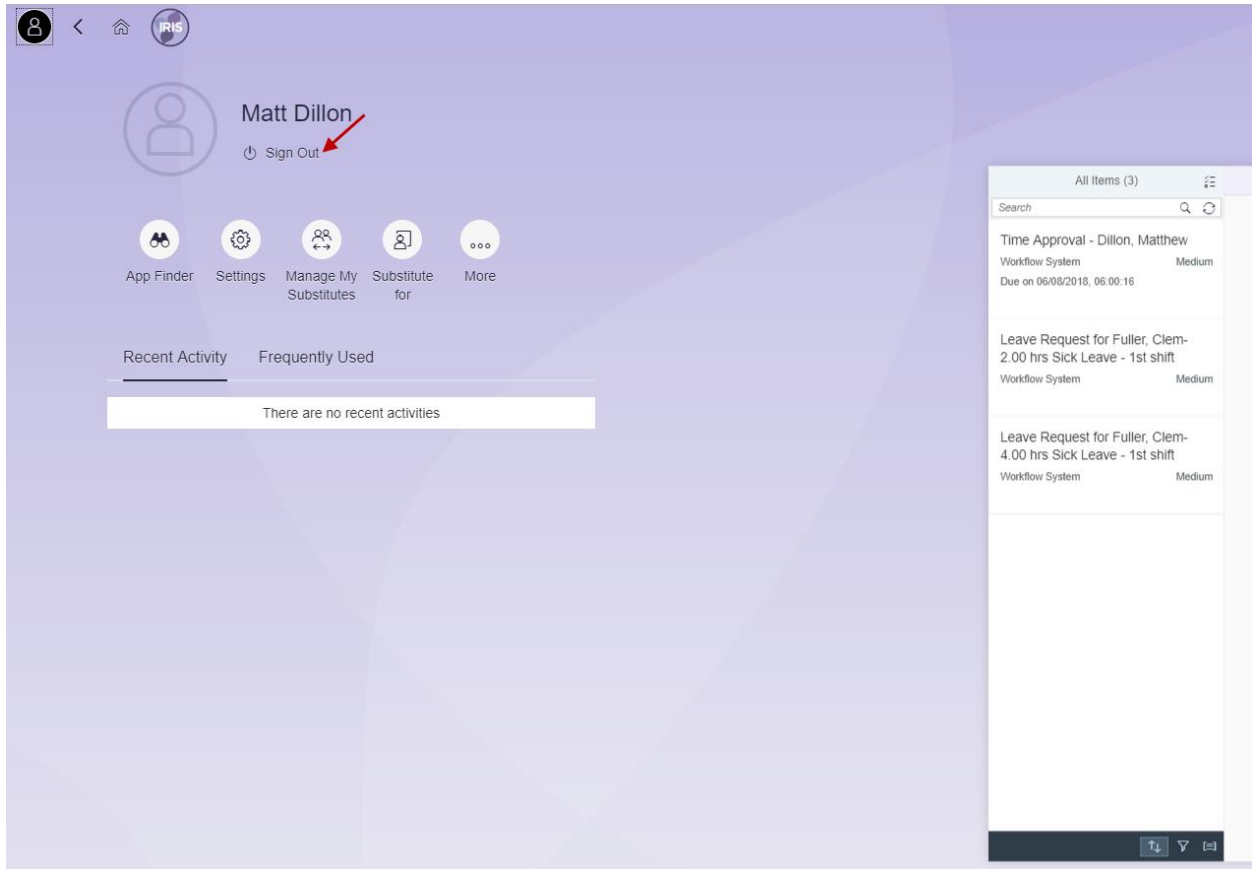
- Select **OK** to sign out of the system.