**Approving the Outside Interests Disclosure Form – Without 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.

**Authentication:**

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.
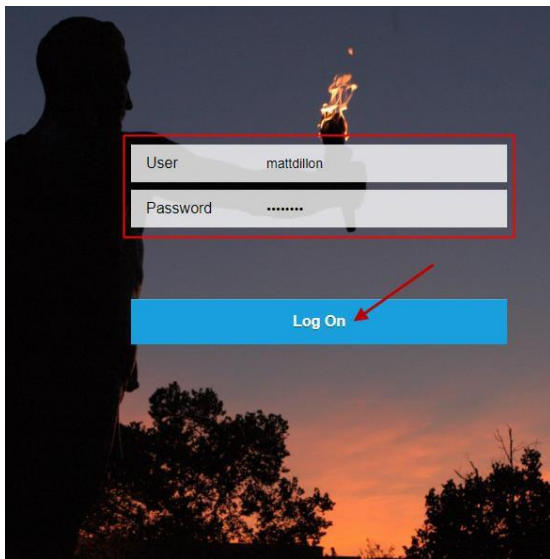


   o Note that the IRIS Inbox can be accessed directly here: https://irismobile.tennessee.edu/fiori#zOIDemp-display

- This document demonstrates the approval process for the supervisor approving an OID

form with **no** 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.
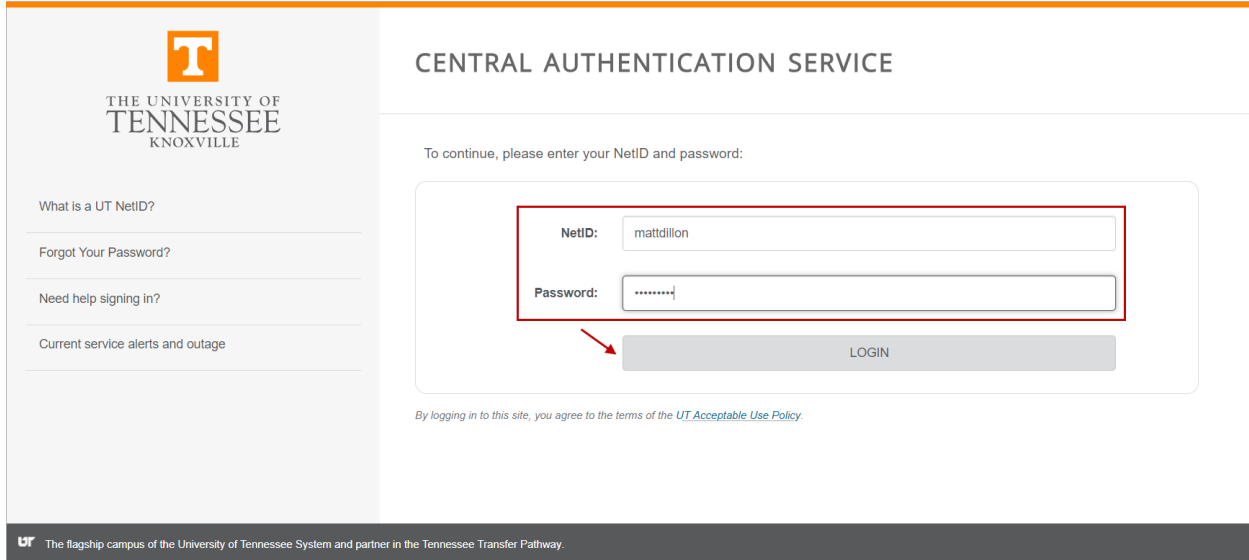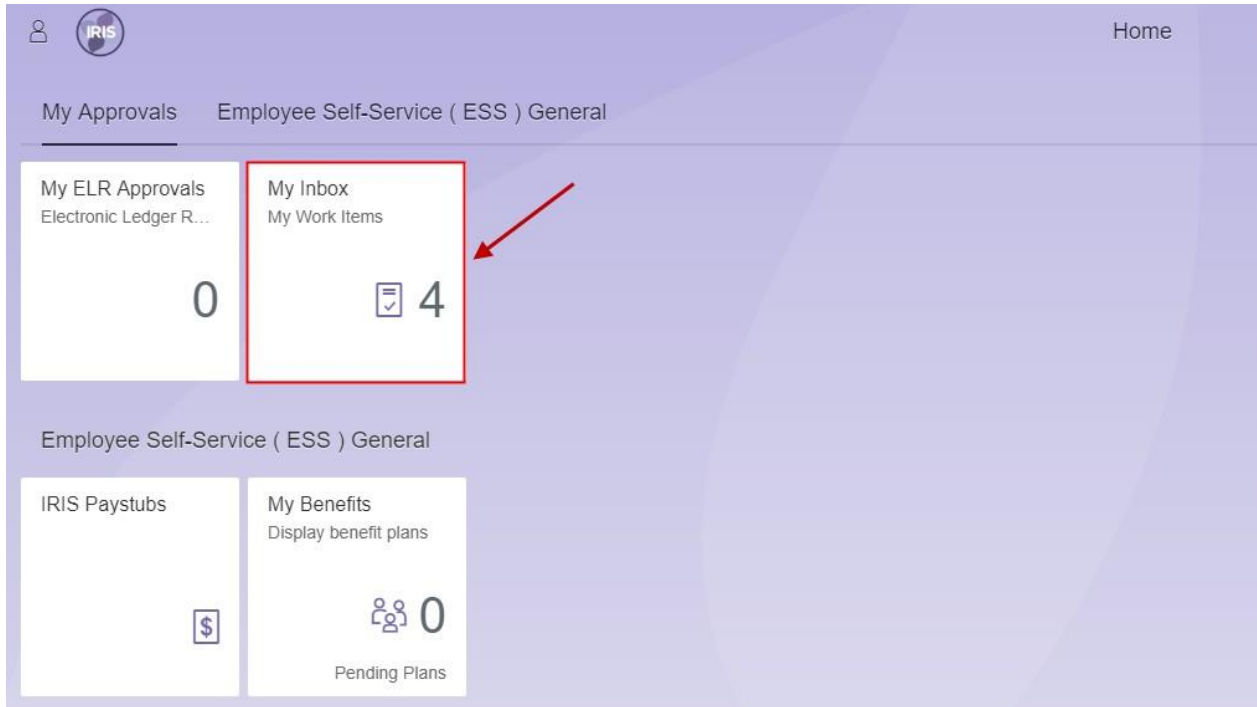


- After authenticating, click on the **IRIS Mobile** tab.
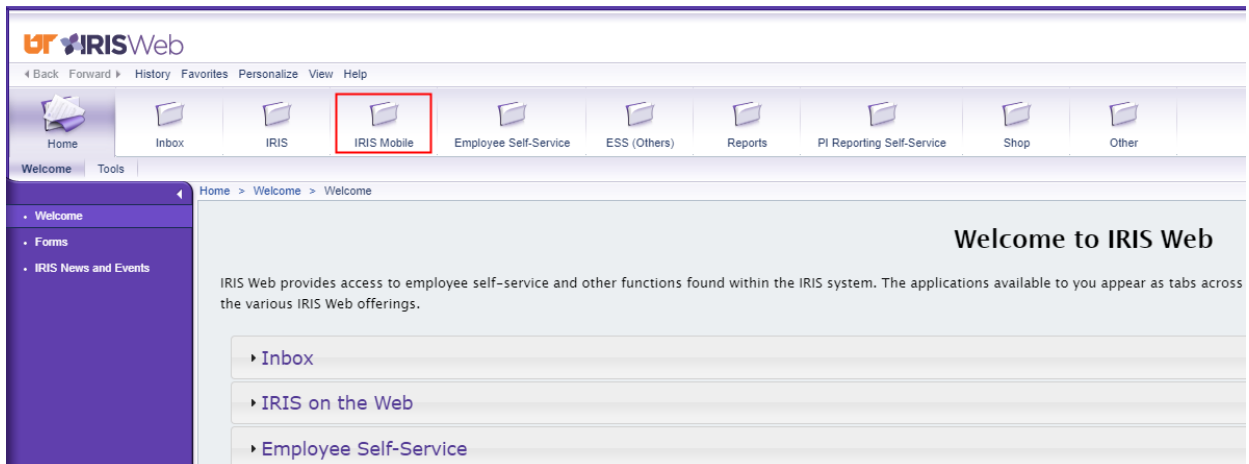


**Accessing the Work Item:**
- The *IRIS Mobile Home* screen is displayed with white squares of information called **Tiles**. Select the **My Inbox** tile to display current work items pending approval. If you are an IRIS approver, all of your IRIS work items are displayed in this Inbox.

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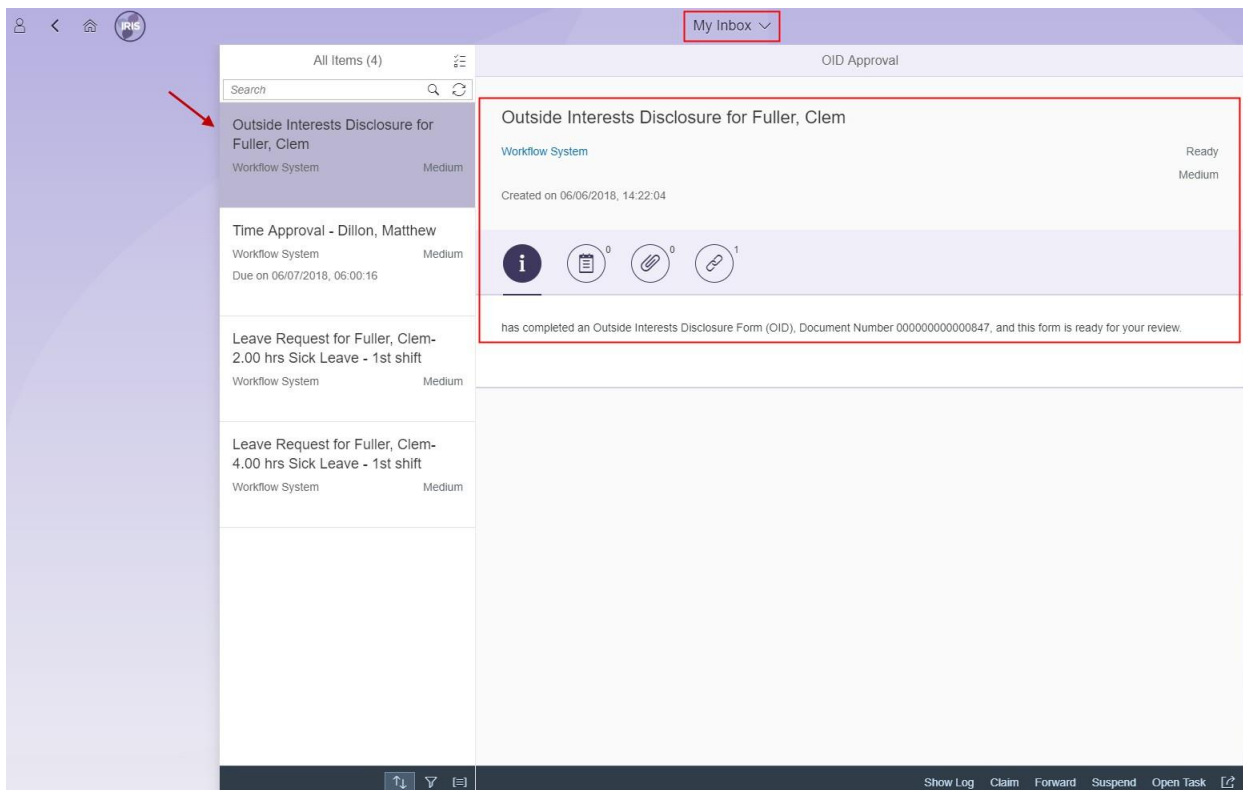
- Select **Open Task** at the bottom of the screen to execute the work item.
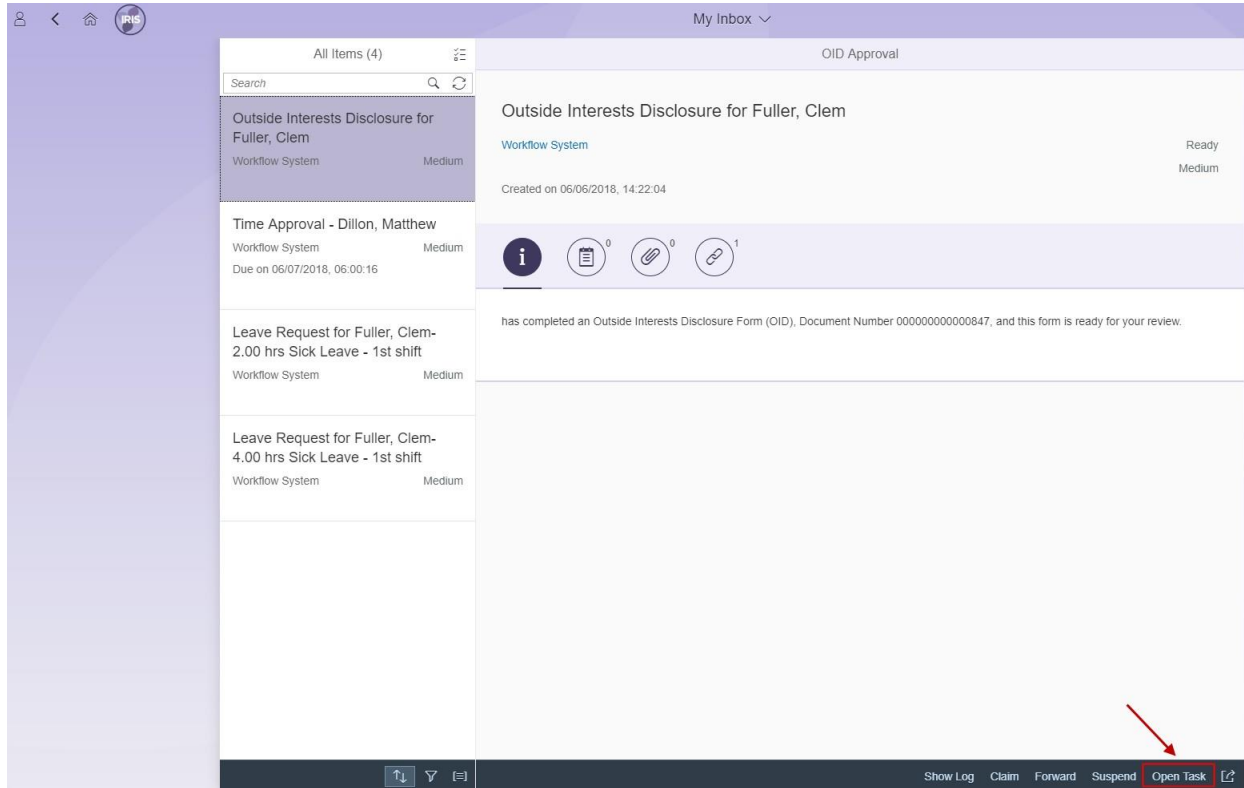


**Making Comments or Attachments:**
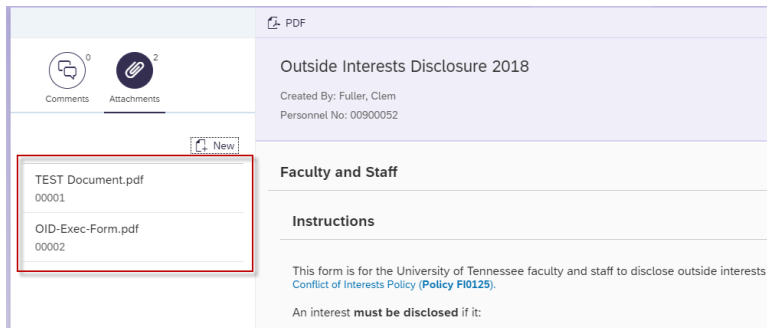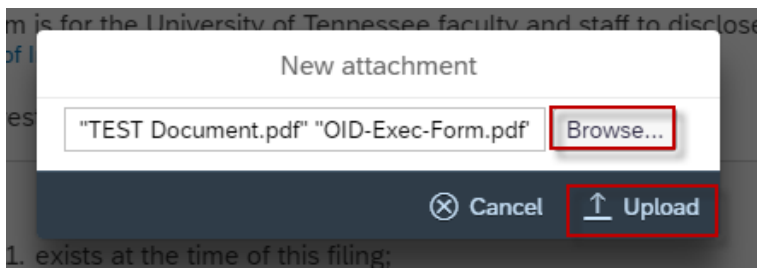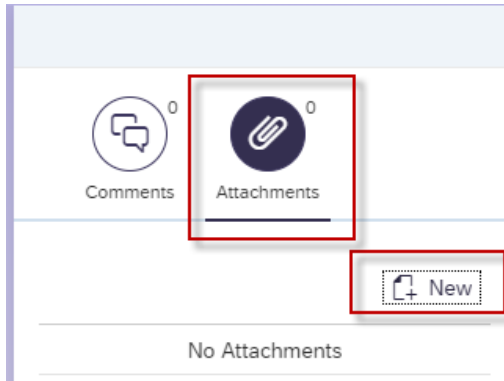- The *OID Forms (Approver)* screen is displayed. The header contains information about the employee who submitted the form. If comments and/or attachments exist, these can be viewed by selecting **Comments** or **Attachments** on the left side of the screen. You also have the ability to add additional comments in addition to viewing previously made comments and attachments in the same section.
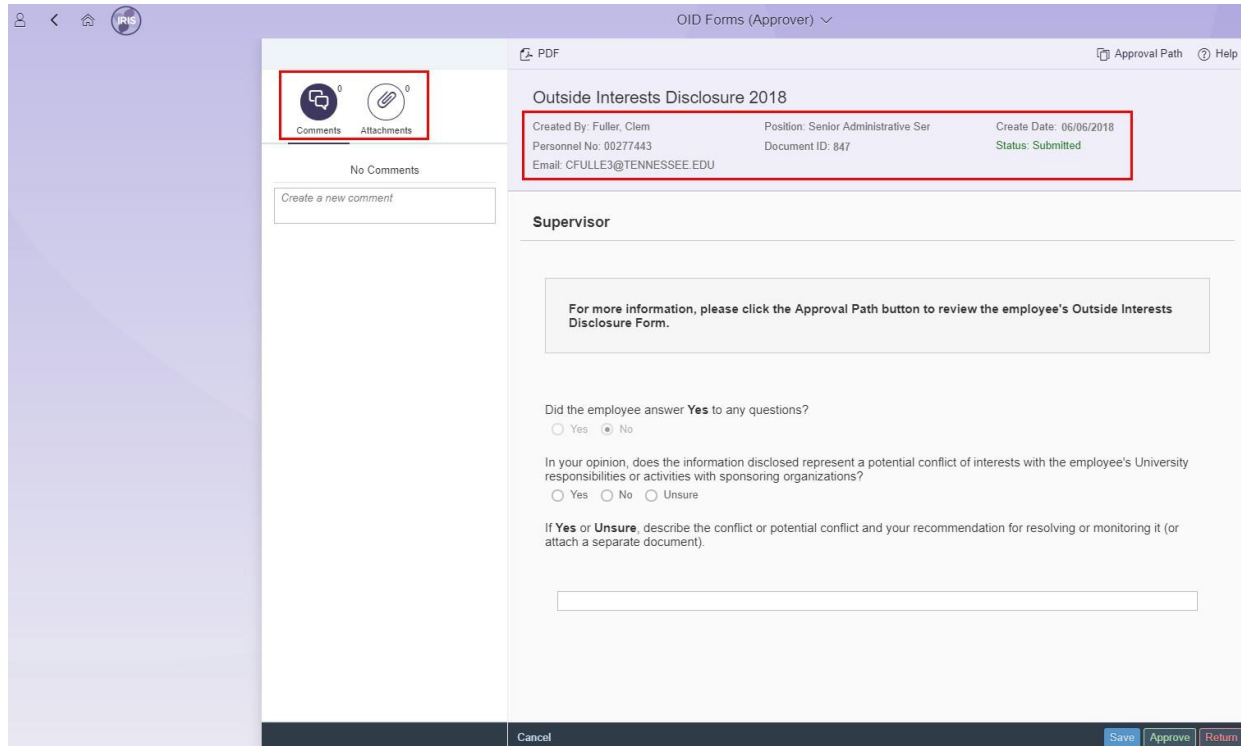
- o To make a comment, click on the **Comments** button and then begin typing in the text box that says "Create a new comment." *Your comments will be visible to subsequent approvers in the workflow path as well as to the employee.*
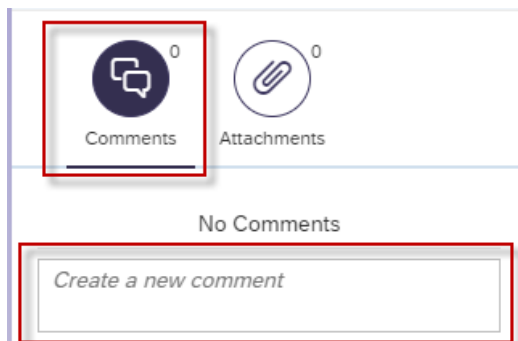


- o To upload an attachment, click the **Attachments** button, and then click the new button. From there, you will be able to upload an attachment. All attachments will be visible throughout the workflow path and will also be visible to the employee.

- 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 "No" to all questions. Once the form has been reviewed, select **Cancel** at the bottom of the screen to return to the *OID Form (Approver)* screen.

4. the conflict reported last year no longer exists

Please answer the questions below, then click **Submit** to automatically route this form to your supervisor for completion of the review and transmittal to the appropriate office according to campus/institute procedures.

If you have any questions, please consult your campus/institute Chief Business Officer, Human Resources Officer, or the General Counsel's office.

**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  ⊙ No

2. Do you receive consulting income or honorariums totaling $10,000 or more from a single source?
   ○ Yes  ⊙ No

3. Do you hold any intellectual property rights (patents, trademarks, or copyrights): (a) from which you receive income by license, sale, or allowing others to use the intellectual property; (b) which you use in an organization or business entity other than the University; or (c) which you allow others to use in an organization or business entity other than the University? (This question does not require the reporting of scholarly articles, letters to the editor, or other non-commercial use of intellectual property created or owned by employees.)
   ○ Yes  ⊙ No

4. Do you hold more than a 5 percent financial interest in any organization or business entity other than the University (including publicly held corporations)?
   ○ Yes  ⊙ No

5. Have University employees or students performed any personal services for you, your spouse, or children?
   ○ Yes  ⊙ No

6. Does any organization or business entity listed in your response to any previous question compete, contract, or conduct business directly or indirectly with the University?
   ○ Yes  ⊙ No

7. Are your responsibilities for any of the organizations or business entities listed in your response to any previous question similar to or potentially affected by your University responsibilities?

Cancel

**Display, Print or Email the PDF Version:**

- 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: 206                              Stage: Supervisor                              Workflow ID: 146145487

Personnel No. 00800048          Full Name  Clem Fuller          Email  CFULLE3@TENNESSEE.EDU

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?

No

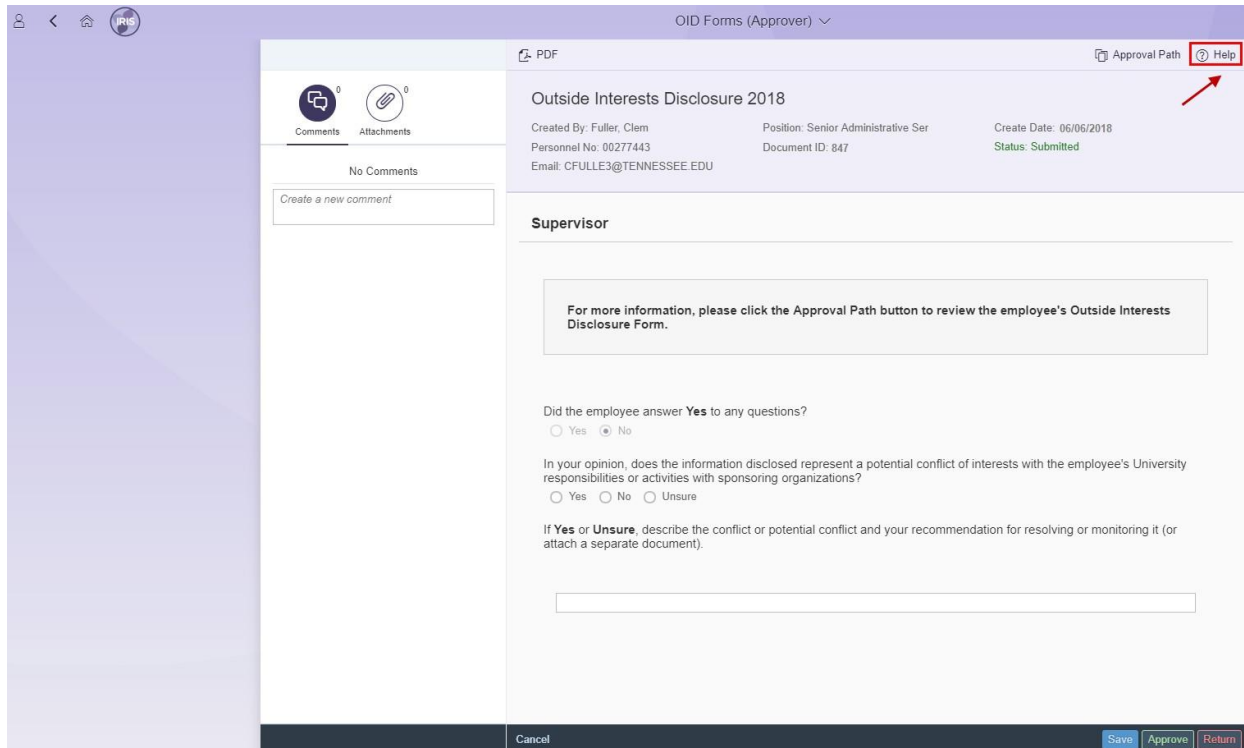2. Do you receive consulting income or honorariums totaling $10,000 or more from a single source?

No

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



PDF

View PDF

Email                 e Interests Disclosure 2018

Comments    Attachments

0          0

Created By: Fuller, Clem          Position: Senior Administrative Ser          Create Date: 06/07/2018
Personnel No: 00277443            Document ID: 857                              Status: Submitted
Email: CFULLE3@TENNESSEE.EDU

No Comments

Create a new comment

**Supervisor**

For more information, please click the Approval Path button to review the employee's Outside Interests
Disclosure Form.

Did the employee answer **Yes** to any questions?

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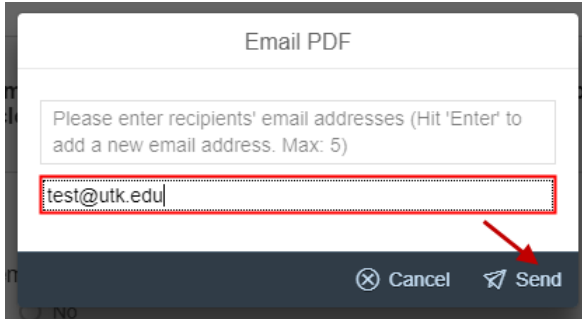
- Select the **Help** button to display the **Outside Interests Disclosure Help** website, which can also be accessed directly at https://iris.tennessee.edu/OID-Help/.

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IRIS Administrative Support > Outside Interest Disclosure

## 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.

**Approve or Return the Work Item:**

- Once the form has been reviewed, answer the questions on the *OID Forms (Approver)* screen. In this example, the employee does not have any outside interests to disclose and has **not** answered "Yes" to any questions. The options on this screen are as follows:

  - Question 1 defaults to **No** due to no potential conflicts identified for this employee.
  - Question 2 must be answered, and for this example **No** is selected as confirmation that the employee has not disclosed any information representing a potential conflict of interest.
  - Once both of these questions have been answered, the following actions are available:
    - **Approve**: Approve this OID form. In this example, the employee has submitted **no** conflicts of interests and the form does not require any further approval after the supervisor's approval.
    - **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 no conflicts of interests to report.

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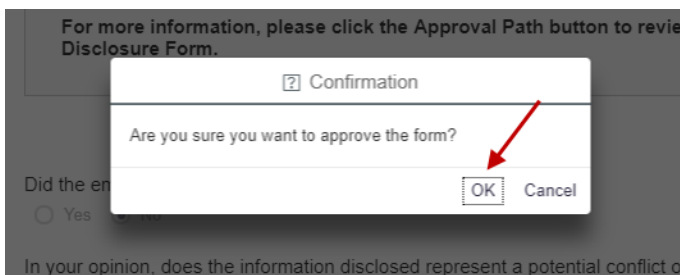


- An "Approved" message will be displayed and the work item will be removed from the Inbox. The approval for the OID form is now complete. Select the **Back Arrow** button or the **Home** button to return to the *Home* screen. Or, select the **Person** icon to log out of the IRIS Mobile system.
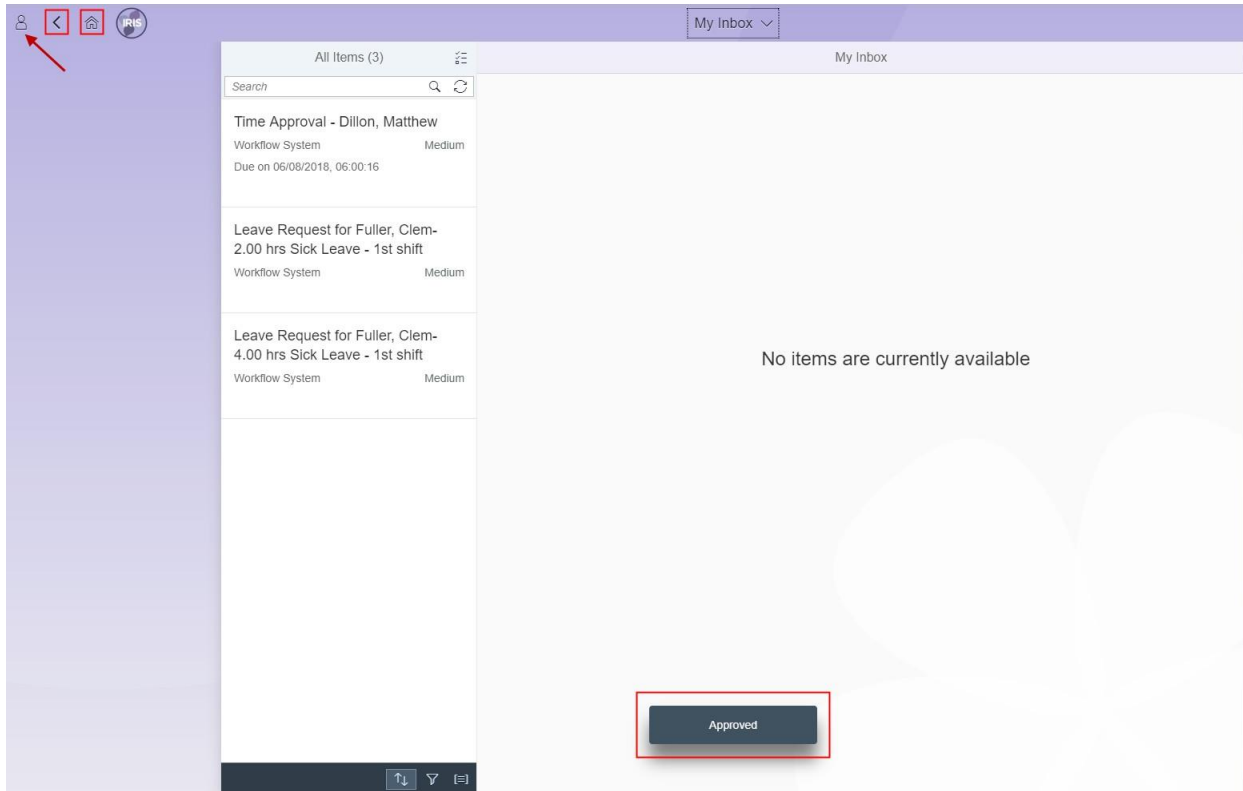
- Select **Sign Out** on the profile screen.
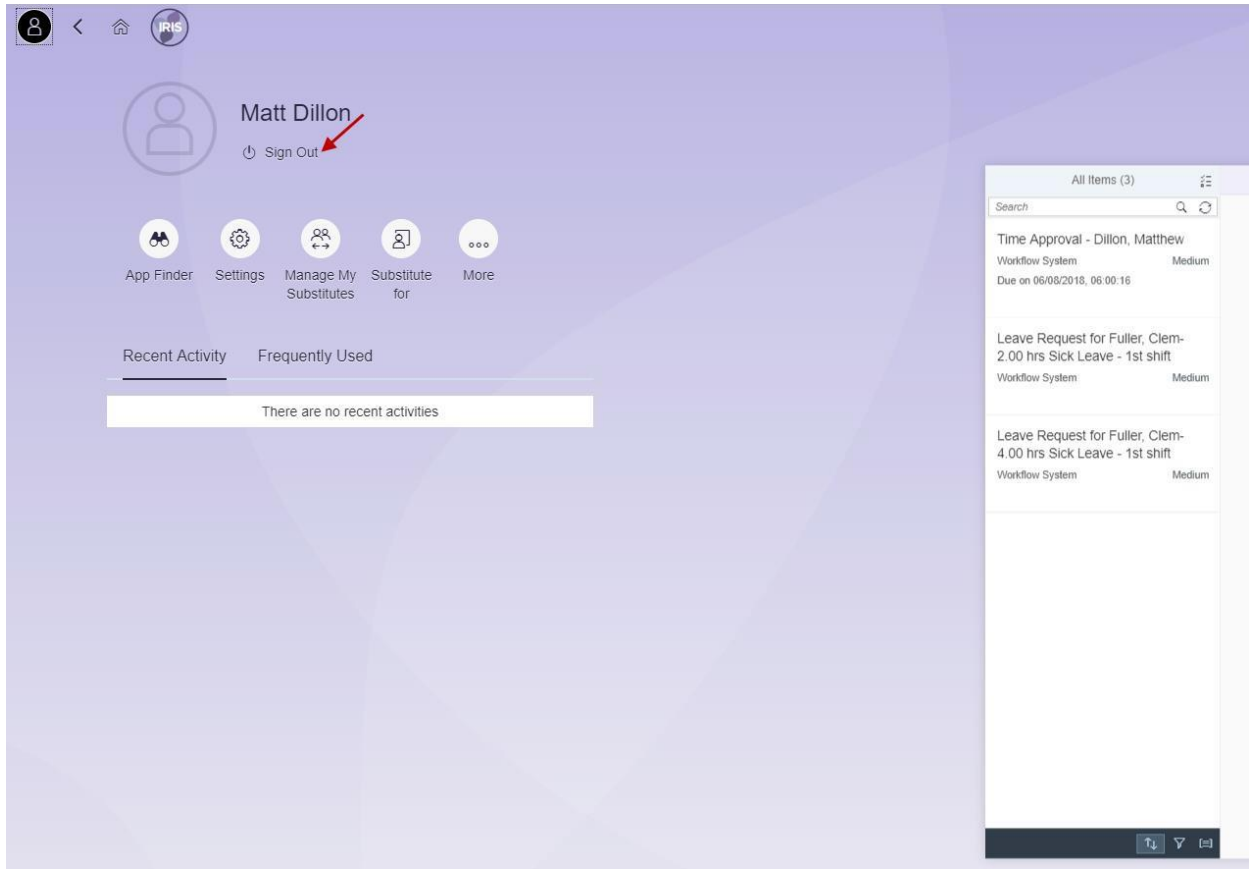
- Select **OK** to sign out of the system.