Approving the Outside Interests Disclosure Form

Supervisor Level

The *Outside Interest Disclosure Form* is to allow University of Tennessee faculty and staff to disclose outside interests as required by the University's Conflict of Interest 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. The IRIS Inbox is available through the IRIS Web Portal or through the direct link below.

1. Access the IRIS Web Portal here: https://irisweb.tennessee.edu and select the Inbox tab.

   - Use your NetID and password to authenticate your session. If you need assistance with your NetID or password, click the appropriate link on the left.

- Once you have authenticated, select the *Inbox* tab.
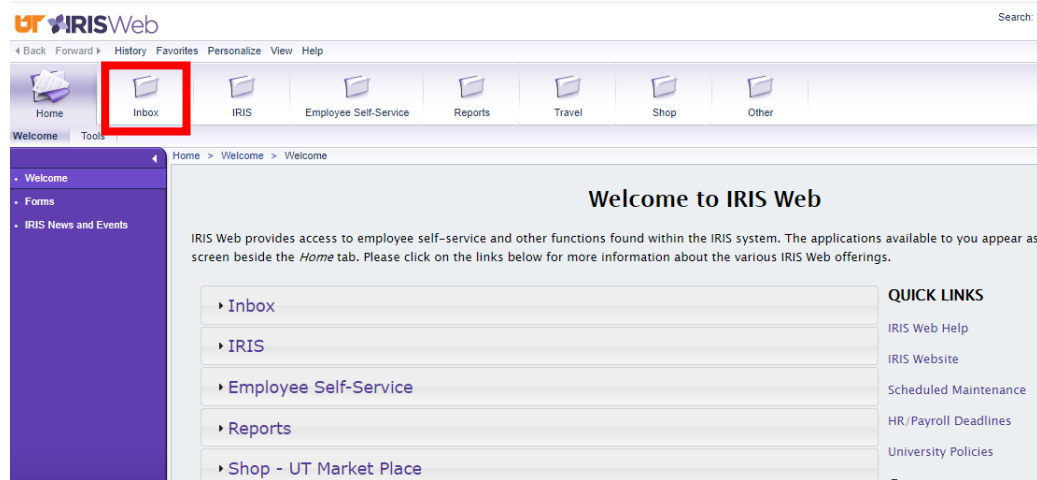
- The Inbox screen is displayed with current work items pending approval. If you are an IRIS approver, your IRIS work items are displayed in this Inbox.
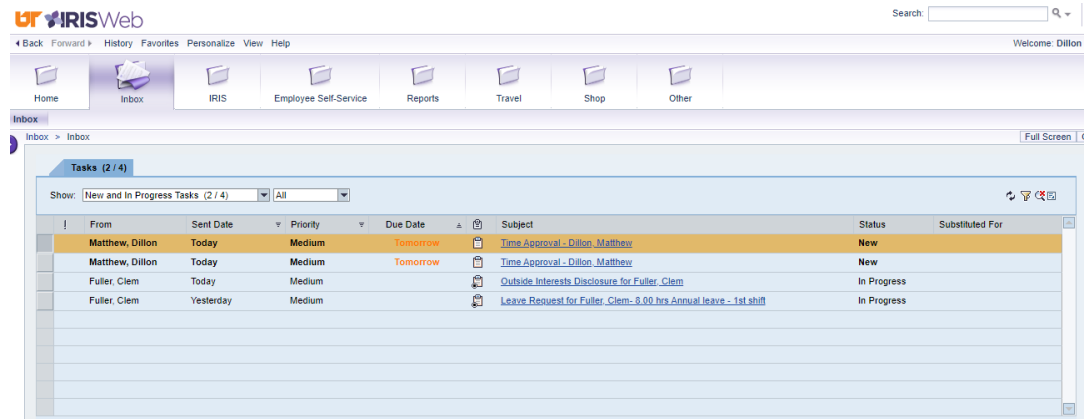

   - Sometimes it takes a few seconds for the Inbox display to refresh and show all work items. If you do not see a work item appear immediately, click on the *Refresh* icon in the upper right hand corner of the Inbox to refresh the list.
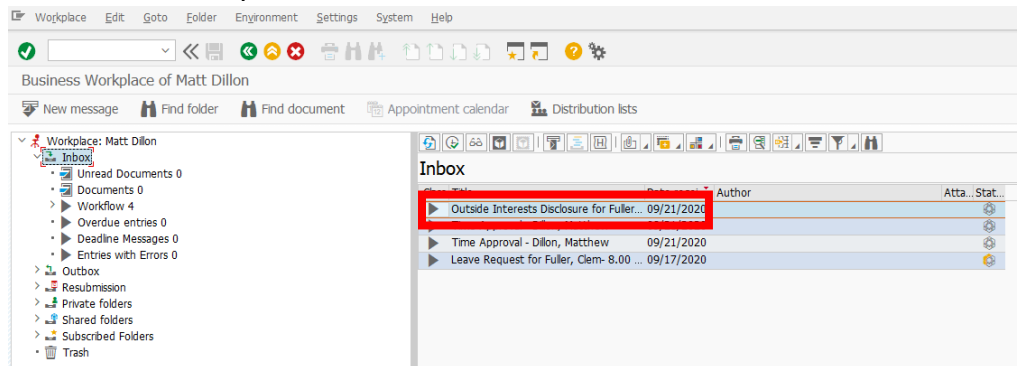
2. Alternatively, the OID forms requiring your review can be accessed from within the GUI. Once you have authenticated your IRIS Web Portal session you can launch the desktop GUI. Then, click on the Inbox icon.
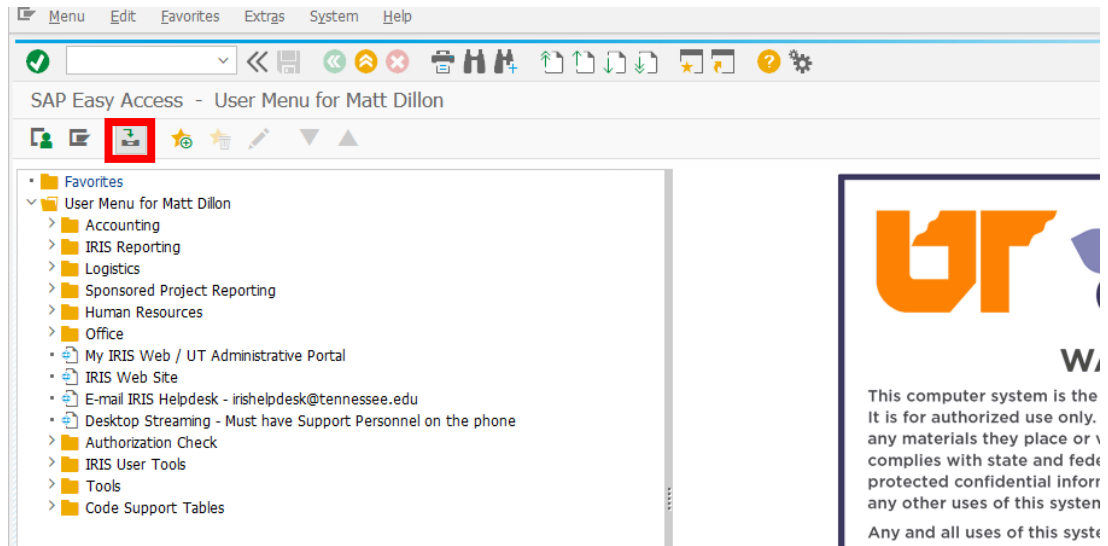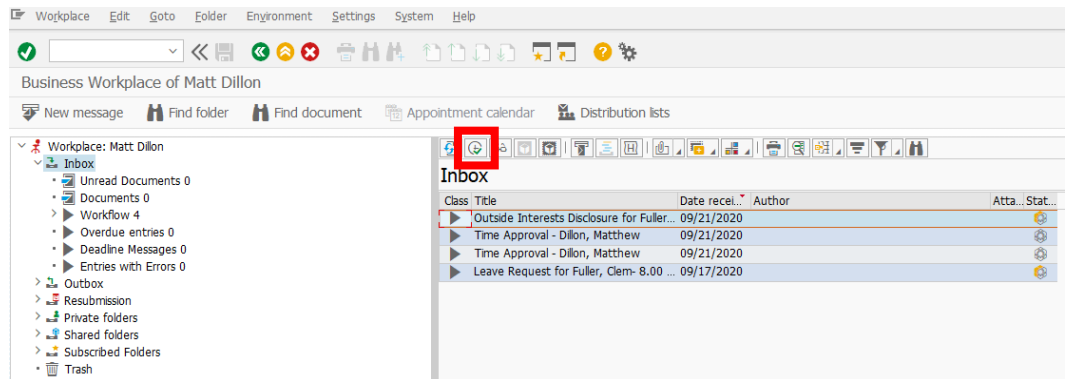
o Once the Inbox opens, navigate to the appropriate item.
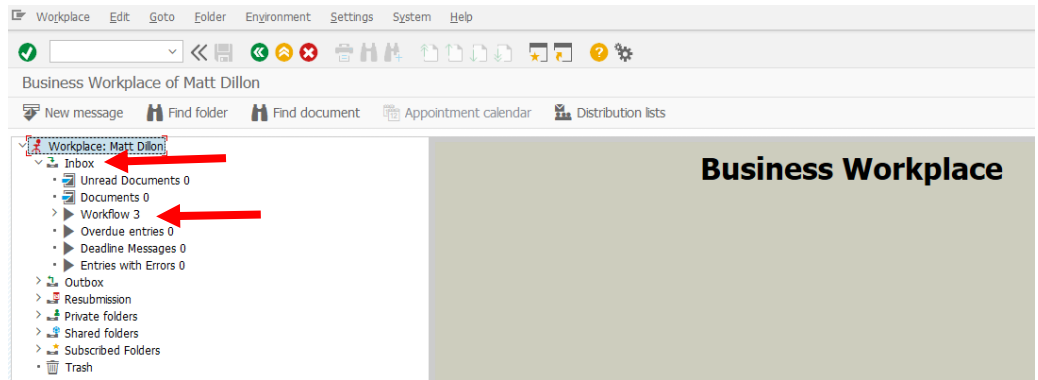
o Click on the form you want to review from the Workflow items.

o To execute the Outside Interest Disclosure work item, click on the Execute icon.

3. In this example the approval process for an Executive, Faculty or Staff *Outside Interest Disclosure* form **without** a conflict will be demonstrated.
   - First, it can be quickly assessed that this employee has reported no conflicts of interest as noted by the green status indicator at the top of the form. This box would be red for an employee reporting a conflict of interest.
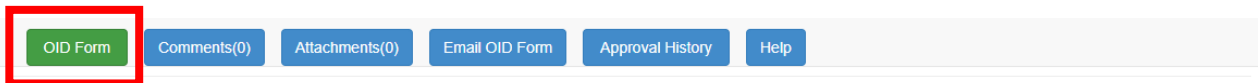
Created By: Fuller, Clem
Personnel Number: 00900052
Status: Submitted

Position: Senior Administrative Ser
EmGrp/SGrp: Regular / Staff:Hourly Input
Document ID: 18357

Created Date: 09/18/2020
Email: cfulle3@tennessee.edu

Supervisor

For more information, click the OID Form button to review the form or the Approval History button to see previous approvals.

Did the employee answer **Yes** to any questions?
- ◉ No

In your opinion, does the information disclosed represent a potential conflict of interests with the employee's University responsibilities or activities with sponsoring organizations?
- ○ Yes
- ◉ No
- ○ Unsure

If **Yes** or **Unsure**, describe the conflict or potential conflict and your recommendation for resolving or monitoring it (or attach a separate document).

- The answer to the first question is auto-filled as *No* since the employee did not answer *Yes* to any of the form's questions.

- The second question asks for the supervisor's opinion as to whether or not the information disclosed by the employee represents a potential conflict of interest with their University responsibilities or activities with sponsoring organizations. The **OID Form** button, when selected, opens a PDF version of the employee's OID Form for the supervisor to review.

- If, after reviewing the form, you agree that *No* conflict of interest exists simply click on *Approve* at the bottom of the form and the information will be stored in the employee record. No further action is required.

4. For this example the approval process for an Executive, Faculty or Staff *Outside Interest Disclosure* form **with** a potential conflict will be demonstrated.
   - Several helpful buttons are found at the top of the approval form:
   - The **OID Form** button displays in red when the employee discloses an Outside Interest.
     - The **Comments(0)** button at the top allows the user to add comments that can be viewed by other reviewers in the Workflow chain. A pop-up window will display where the comment can be added. Click on *Save* after entering your comments and they will be stored with the form and available to other reviewers through the review and approve process. A count of how many comments are accompanying the form displays within the parentheses.

     - Word, Excel or PDF documents can be uploaded to the form using the **Attachments(0)** button. A count displays here showing the number of attachments that are accompanying the form through the Workflow steps. When you click on the *Attachments* button you can view documents

previously attached and you can attach additional documents by pressing *Choose Files* and selecting the file you wish to attach. Click *Save* after attaching the appropriate documentation.
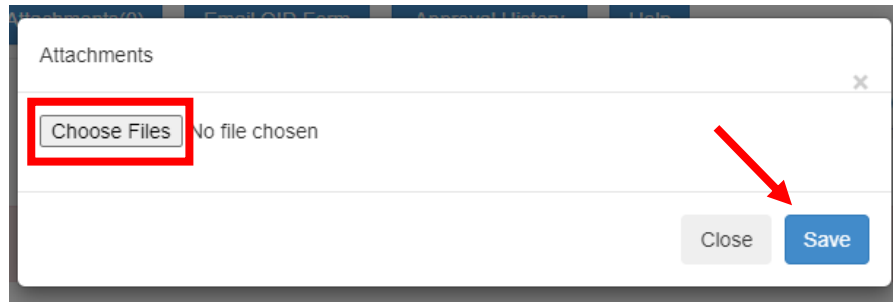
o The **Email OID Form** button allows the user to email a PDF copy of the form to anyone else who may need to review the form. A pop-up window presents where the recipient's email address can be entered prior to pressing *Send*.
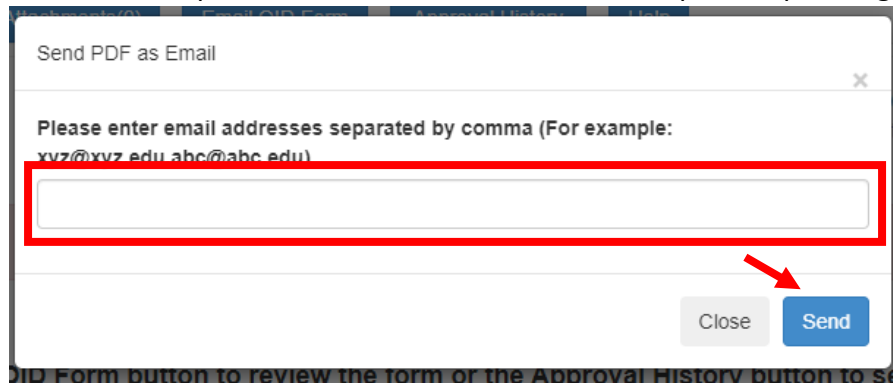
o The **Approval History** button shows the form's path from creation until its current stop. Below, you can see that Clem Fuller submitted a form and it is currently waiting for approval by Matt Dillon as the Supervisor.

Outside Interest Disclosure Approval History

User: **MATTDILLON**
System/Client: **QA2/300**

The University of Tennessee
Workflow History Report

Date: **09/21/2020**
Time: 15:18:18

Personnel Number: 00900052 Fuller, Clem

Created Date	Created Time	Completed Date	Completed Time	Status	Agent	Agent Name	Workflow Task	Reason For WI	Work Item
09/21/2020	13:46:45	00/00/0000	00:00:00	STARTED	CFULLE3	Clem Fuller	Outside Interests for Fuller, Clem 00900052 (000000000018367)		180693422
09/21/2020	13:46:45	00/00/0000	00:00:00	STARTED	MATTDILLON	Matt Dillon	Outside Interests Disclosure for Fuller, Clem	SUPERVISOR	180693430

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o The **Help** button routes the user to the Outside Interest Disclosure Help website and can be accessed directly at https://iris.tennessee.edu/OID-Help/.

- Now, the first question auto-populates as *Yes* since the employee indicated an outside interest.

o Pressing the *OID Form* button displays a PDF version of the employee's form. A review of the form will allow the supervisor to make an informed decision for their answer to the second question.

- After a review of the employee *OID Form* and any attached documents or comments the reviewer should answer the second question as *Yes*, *No* or *Unsure*.

- If, for any reason, it becomes necessary to reject a form and return it to the originating employee, the reviewer can do so by pressing the button at the bottom of the form. An error or a known omission represent some reasons to return the form. A pop-up box will present, requiring an explanation for the reason the form is being returned. Click Save to return the work item with the associated return reason.

- To save the form for review later, press the button at the bottom of the page.

- Once you have finished your review of the form, press the button. The form will then route to the next workflow stop for approval, as appropriate.

- Additional approval path information can be found at this direct link: https://iris.tennessee.edu/approving-outsdide-interest-disclosure/.