

## Instructions for Self-Reporting of Relatives at Texas State

Texas State University is required to annually report all nepotistic relationships in compliance with the Texas State University System Rules and Regulations and UPPS 04.04.07 *Nepotism and Related Employment*.

All faculty, staff and student employees must disclose the existence of any employment relationships which may cause a conflict of interest at the time of employment or if any changes occur after initial employment begins. You only need to report the relationship if you both work in the same division.

To self-report and certify your relationships or that no such relationships exist, logon to the SAP portal at <https://ibis.sap.txstate.edu/irj/portal>.

Click on the folder labeled “Other Self- Service” and select “Self-Reporting of Relatives”.

The screenshot shows the SAP portal interface. At the top, there is a navigation bar with folders: Welcome, Worklist, Easy Access, Employee Self-Service, Workplace, My\_W2, WDA Employee Self-Service, Other Self-Service, and TSUS. The 'Other Self-Service' folder is highlighted with a red arrow. Below the navigation bar, the breadcrumb trail reads: Other Self-Service > Other Self-Service > Self-Reporting of Relatives. The main content area is titled 'Texas State University - Self-Reporting of Relatives'. It features a menu on the left with options: Request Non-Purchase Order Payment Request, Self-Reporting of Disability, Self-Reporting of Outside Employment, e-NPO Payment Request Report, and Self-Reporting of Relatives (highlighted with a red arrow). The main content area displays a form with the following fields: Name (Mr Patrick R Paul), Current Date (05/21/2015), Division (Information Technology), Person Id (A00163149), and Position (Business Process Analyst), Personnel No (1407). Below the form, there is a text block explaining the requirement to report nepotistic relationships and a 'Certify' button.

Note that your organizational information is populated in the application.

If you have no relationships to report, click the box that stipulates you have no relationships within your division and then click the “Certify” button.

## Texas State University - Nepotism Self-Reporting

Menu  ◀ Exit no action System ▶

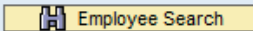
Position  Personnel No

Texas State University is required to annually report all nepotistic relationships in compliance with Rules and Regulations of the Texas State University System Board of Regents and UPPS 04.04.07 Nepotism and Related Employment.

All faculty, staff and student employees must disclose the existence of any employment relationships which may cause a conflict of interest at the time of employment or if any changes occur after initial employment begins.

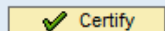
As an employee of Texas State University, you must self-report certain relationships by blood or marriage with other Texas State employees. You only need to report the relationship if both of you work in the same division.

Press the "Employee Search" button below to search for related employees in your division. You are able to report multiple relationships. The search will only return employees that are in your same work division.

 Employee Search

**\*\* NOTE \*\*** If you are not related within your division, check below to certify and press the "Certify" button.

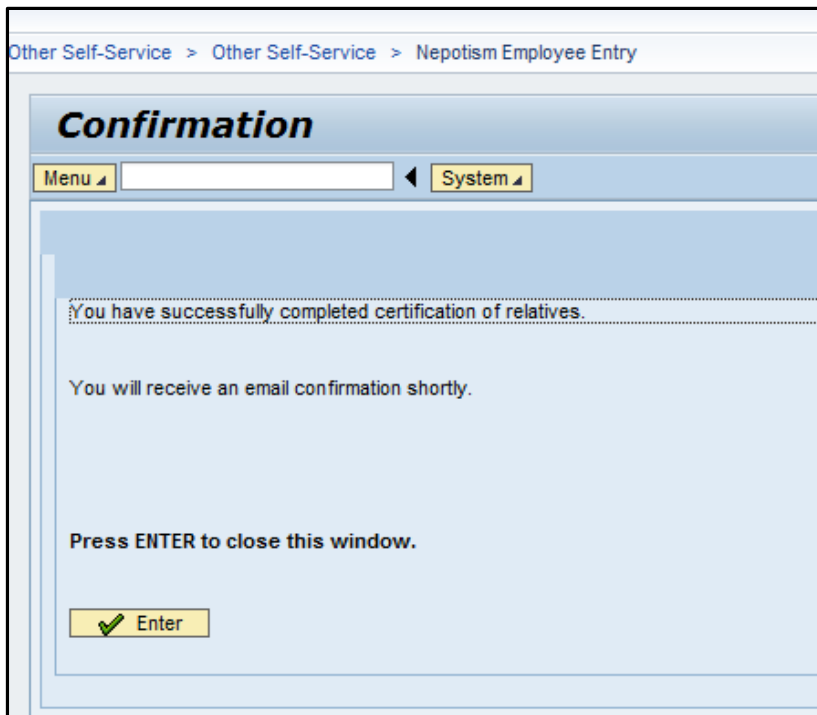
I certify that to my knowledge I do not have any relationships by blood or marriage that I am required to report. This includes relatives by blood or marriage who work in my same division at Texas State University.

 Certify

Employee Signature:  Date:

You will then receive a confirmation with a notice that an email notification will be sent to your inbox.

You have completed your self-reporting requirement.



If you have a relationship(s) within your division to report, click on the “Employee Search” button to start your search.



Enter the last name and/or the last and first name to begin your search. It is also possible to search with a partial name using a wildcard (\*) key. For example, Herna\*.

In this example we will just search by the last name of Smith.



See that a relationship can now be selected for the employee via the dropdown list.

Other Self-Service > Other Self-Service > Nepotism Employee Entry

### Related Employee Search

Menu  Back Exit no action System

Last Name:   
First Name:

Enter name information above and press SEARCH. A partial name may be entered followed by "\*" (For example Jo\*).

Last Name	First Name	Middle Name	User ID	Position	Department	Division
Smith	Brian	E	BS34	User Services Consultant II	Client Services	Information Technology
Smith	Devonte	Demeal	DDS93	Student Worker (RS)	University Library	Information Technology
Smith	Elora	Soleil	E_S229	Student Worker (TW)	University Library	Information Technology
Smith	Patrick	A	PS35	Sr Instructional Designer	Instructional Design Support	Information Technology
Smith	Tara	Stacey Spies	TS20	Librarian	University Library	Information Technology

To select a related employees(s) from the list above, click on the column to the left of the LAST NAME and press SELECT.

Selected related employees follow (up to 10):

Last Name	First Name	Middle N	Position	User	** Enter Relationship below **	
<input type="button" value="Delete"/>	Smith	Devonte	Demeal	Student Worker (RS)	DDS93	<input type="text"/>

Scroll through the list until you find the applicable relationship.

To select a related employees(s) from the list above, click on the column to the left of the LAST NAME and press SELECT.

Selected related employees follow (up to 10):

Last Name	First Name	Middle N	Position	User	** Enter Relationship below **	
<input type="button" value="Delete"/>	Smith	Devonte	Demeal	Student Worker (RS)	DDS93	<input type="text"/>

- Father
- Mother
- Son
- Daughter
- Brother
- Sister
- Uncle
- Aunt
- Nephew
- Niece

Note that your spouse's family relationships are also reportable.

Selected related employees follow (up to 10):

Last Name	First Name	Middle N	Position	User	** Enter Relationship below **	
<input type="button" value="Delete"/>	Smith	Devonte	Demeal	Student Worker (RS)	DDS93	<input type="text"/>

- Spouse's Mother
- Spouse's Son
- Spouse's Daughter
- Spouse's Grandfather
- Spouse's Grandmother
- Spouse's Grandson
- Spouse's Granddaughter
- Spouse's Brother
- Spouse's Sister

In this example we are reporting the nephew relationship.

**Selected related employees follow (up to 10):**

	Last Name	First Name	Middle N	Position	User	** Enter Relationship below **		
	Smith		Devonte		Demeal	Student Worker (RS)	DDS93	Nephew

Search again to find another relationship to report. In this example we are reporting Mary Garcia as the sister's spouse. Repeat as necessary to report your relationships. Up to 10 relationships can be reported by using this tool. If you have more than 10 relationships to report, contact Human Resources for instructions.

Other Self-Service > Other Self-Service > Nepotism Employee Entry

### Related Employee Search

Menu

Last Name:   
 First Name:

Search Enter name information above and press SEARCH. A partial name may be entered followed by "\*" (For example Jo\*).

	Last Name	First Name	Middle Name	User ID	Position	Department	Division
<input type="checkbox"/>	Garcia	Carlos	M	CG58	User Services Consultant I	Core Systems	Information Technology
<input type="checkbox"/>	Garcia	Erik	Isaac	EG1305	Student Worker (TW)	University Library	Information Technology
<input type="checkbox"/>	Garcia	Mary	Alice	MG08	Administrative Asst III	Educational Technology Center	Information Technology
<input type="checkbox"/>	Garcia	Vanessa	E	VEG21	Student Worker	Technology Resources Business Ser	Information Technology
<input type="checkbox"/>							
<input type="checkbox"/>							

Select To select a related employees(s) from the list above, click on the column to the left of the LAST NAME and press SELECT.

**Selected related employees follow (up to 10):**

	Last Name	First Name	Middle N	Position	User	** Enter Relationship below **		
	Smith		Devonte		Demeal	Student Worker (RS)	DDS93	Niece
	Garcia	Mary			Alice	Administrative Asst III	MG08	Spouse's Sister

In this example we have two relationships to report, so click on the "Continue" button to certify.

Other Self-Service > Other Self-Service > Nepotism Employee Entry

### Related Employee Search

Menu

Last Name:   
 First Name:

Enter name information above and press SEARCH. A partial name may be entered followed by "\*" (For example Jo\*).

Last Name	First Name	Middle Name	User ID	Position	Department	Division
Garcia	Carlos	M	CG58	User Services Consultant I	Core Systems	Information Technology
Garcia	Erik	Isaac	EG1305	Student Worker (TW)	University Library	Information Technology
Garcia	Mary	Alice	MG08	Administrative Asst III	Educational Technology Center	Information Technology
Garcia	Vanessa	E	VEG21	Student Worker	Technology Resources Business Ser	Information Technology

To select a related employees(s) from the list above, click on the column to the left of the LAST NAME and press SELECT.

Selected related employees follow (up to 10):

Last Name	First Name	Middle N	Position	User	** Enter Relationship below **
<input type="button" value="Delete"/>	Smith	Devonte	Demeal	Student Worker (RS)	DDS93 Niece
<input type="button" value="Delete"/>	Garcia	Mary	Alice	Administrative Asst III	MG08 Spouse's Sister

When are finished selecting related employee(s), press CONTINUE.

View and verify the two relationships selected for reporting. To proceed, click the box by the certification statement and then click the "Certify" button.

Other Self-Service > Other Self-Service > Nepotism Employee Entry

### Related Employees Recap and Certification

Menu

Name:  Current Date:   
 Division:  Person ID:   
 Position:  Personnel No:

**Certification Section**

I certify that the relationships listed below include all of the relationships by blood or marriage that I am required to report.

Employee Signature:  Date:

**Selected Related Employees:**

Smith	Devonte	Demeal	Student Worker (RS)	DDS93	Niece
Garcia	Mary	Alice	Administrative Asst III	MG08	Spouse's Sister

You will then receive a confirmation with a notice that an email notification will be sent to your inbox.

You have completed your self-reporting requirement.

Other Self-Service > Other Self-Service > Nepotism Employee Entry

### Confirmation

Menu  System

You have successfully completed certification of relatives.

You will receive an email confirmation shortly.

Press ENTER to close this window.

If at some point you need to change what was previously reported, return to this same transaction and click on the "Change Relationships" button. **OR** -- if you are no longer related to someone previously reported, click the box to confirm that statement and click the "Certify" button.

Reported Related Employees Follow:

Last Name	First Name	Middle N	Position	User	Relationship		
Smith		Devonte		Demeal	Student Worker (RS)	DDS93	Nephew
Garcia		Mary		Alice	Administrative Asst III	MG08	Spouse's Sister

If you are NO LONGER related to anyone within your division, check the acknowledgement box below and then click the "Certify" button.

**NOTE: Use the "Change Relationships" button, if you need to report a change to relationships in your division.**

I certify that to my knowledge I do not have any relationships by blood or marriage that I am required to report. This includes relatives by blood or marriage who work in my same division at Texas State University.

Employee Signature:  Date:

Note that you can search for a new relationship to report or delete an existing relationship.



### Related Employee Search

Menu

Last Name:

First Name:

Enter name information above and press SEARCH. A partial name may be entered followed by "\*" (For example Jo\*).

Last Name	First Name	Middle Name	User ID	Position	Department	Division
Hernandez	Desiree	Lynn	DLH212	Student Worker (HP)	University Library	Information Technology
Hernandez	Johnny		JH42	Computer Operator	Network Operations	Information Technology
Hernandez	Kristy	K	KH35	Sr Admin Asst	VP for Information Technology	Information Technology
Hernandez	Mario	Ezekiel	MH1383	Student Worker	University Library	Information Technology
Hernandez	Mary	A	MH02	Sr Admin Asst	University Library	Information Technology
Hernandez	Priscilla	C	PH23	Procurement Specialist	University Library	Information Technology
Hernandez	Samuel	Ray	SH44	Microcomputer Lab Assistant	Academic Lab/Server Support	Information Technology

To select a related employees(s) from the list above, click on the column to the left of the LAST NAME and press SELECT.

**Selected related employees follow (up to 10):**

	Last Name	First Name	Middle N	Position	User	** Enter Relationship below **	
<input type="button" value="Delete"/>	Smith		Devonte		Demeal	Student Worker (RS)	DDS93 Nephew
<input type="button" value="Delete"/>	Garcia		Mary		Alice	Administrative Asst III	MG08 Spouse's Sister

After changes are complete, you will then re-certify.

### Certification Section

I certify that the relationships listed below include all of the relationships by blood or marriage that I am required to report.

Employee Signature:  Date:

If you have questions regarding this transaction or the nepotism reporting requirement, please contact Human Resources at [hr@txstate.edu](mailto:hr@txstate.edu) or call 512-245-2557.