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”.

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.
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.
View the results of the search by last name Smith.

In this example we will report a relationship to Devonte Smith. Click to highlight that line and then click the “Select” button below.
See that a relationship can now be selected for the employee via the dropdown list.

Scroll through the list until you find the applicable relationship.

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

In this example we are reporting the nephew relationship.
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.

In this example we have two relationships to report, so click on the “Continue” button to certify.
View and verify the two relationships selected for reporting. To proceed, click the box by the certification statement and then click the “Certify” button.

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 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.

Note that you can search for a new relationship to report or delete an existing relationship.
After changes are complete, you will then re-certify.

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