

Instructions for Self-Reporting of Relatives at Texas State

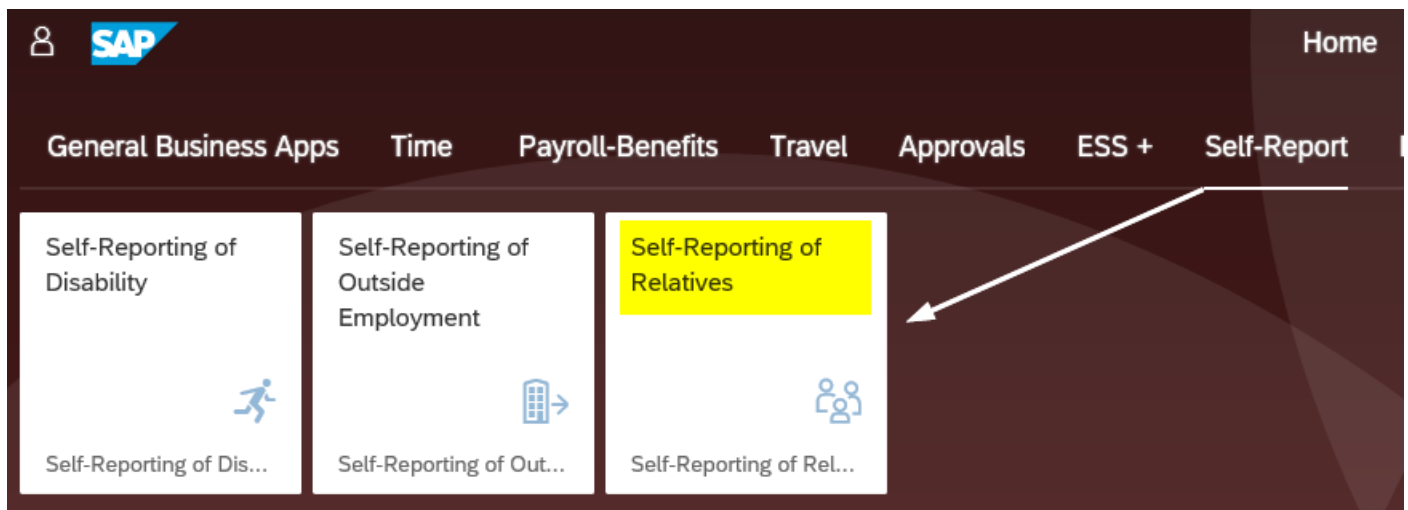
Texas State University is required to annually report all nepotistic relationships in compliance with the Texas State University System Rules and Regulations and [UPPS 04.04.07 Nepotism and Related Employment](#).

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 family members both work in the same division.

If you have already reported relatives working at Texas State and there are no changes, no action is required.

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 tile labeled “Self-Reporting of Relatives”. It is under the group labeled “Self-Report”.



Note that your organizational information populates in the application.

Texas State University - Self-Reporting of Relatives

Menu | | Exit no action | System |

Name	Boko Bobcat	Current Date	09/18/2019	✖ Exit
Division	Information Technology	Person Id	A00017037	
Position	Assoc Dir, Core Systems	Personnel No	515	

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.


If you have no relationships to report:

- click the box that stipulates you have no relationships within your division
- then click the **“Certify”** button.

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.

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

 SAP

Confirmation

Menu | | System

You have successfully completed certification of relatives.

You will receive an email confirmation shortly.

Press ENTER to close this window.

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.

Related Employee Search

Menu | [] | Back | Exit no action | System |

Last Name: BOBCAT

First Name: []

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

- 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 search by the last name of Bobcat.

View the results of the search by last name Bobcat.

Related Employee Search

Menu | [] | Back | Exit no action | System |

Last Name: BOBCAT

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	Position	Department	Division
Bobcat	Bobbi	J	Administrative Asst III	Network Operations	Information Technology

In this example, we will report a relationship to Bobbi Bobcat.

- click to highlight that line
- then click the “Select” button below.

Related Employee Search

Menu | [] | Back | Exit no action | System |

Last Name: BOBCAT

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	Position	Department	Division	
	Bobcat	Bobbi	J	Administrative Asst III	Network Operations	Information Technology

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.


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

Selected related employees follow (up to 10):						
	Last Name	First Name	Middle N	Position	User	** Enter Relationship below **
 Delete	Bobcat	Bobbi	J	Administrative Asst III		<input type="text" value=""/>


Scroll through the list until you find the applicable relationship. This shows a partial listing; there are 29 relationships from which to choose, including your spouse's family relationships.

** Enter Relationship below **
Nephew
Father
Mother
Son
Daughter
Brother
Sister
Uncle
Aunt
Nephew
Niece

Select the relationship.

Selected related employees follow (up to 10):						
	Last Name	First Name	Middle N	Position	User	** Enter Relationship below **
 Delete	Bobcat	Bobbi	J	Administrative Asst III		Nephew

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 **
 Delete	Bobcat	Bobbi	J	Administrative Asst III		Nephew

Search again to find another relationship to report. In this example, we are reporting Toni Tiger as a sister. 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.

Related Employee Search

Menu | [Dropdown] | Back | Exit no action | System |

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
Tiger	Toni		R531	Telecommunications Assist..	Network Operations	Information

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 **
	Bobcat	Bobbi	J	Administrative Asst III		Nephew
	Tiger	Toni		Telecommunications Assist		Sister

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

Continue When 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
- then click the “Certify” button.

Related Employees Recap and Certification

Menu | [Dropdown] | Back | Exit no action | System |

Name: Current Date:

Division: Person ID:

Position: Personnel No:

Certification Section

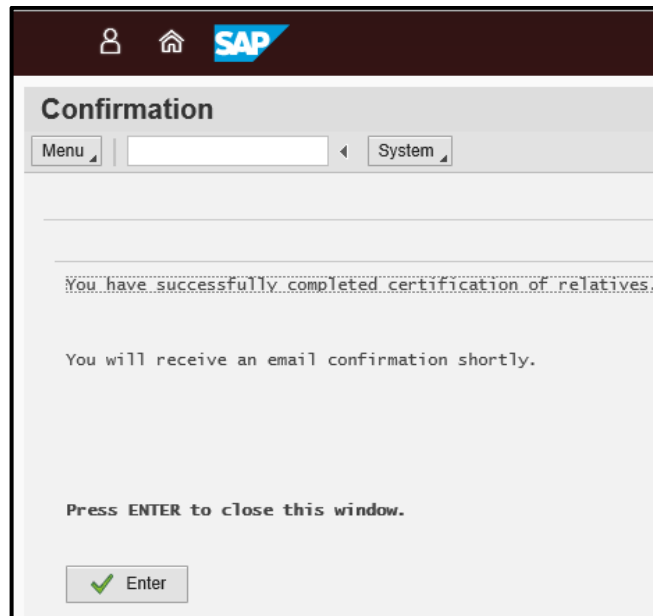
I certify that the relationships listed below include all of the relationships by blood or marriage that I am required to report.

Employee Signature: Date:

Selected Related Employees:

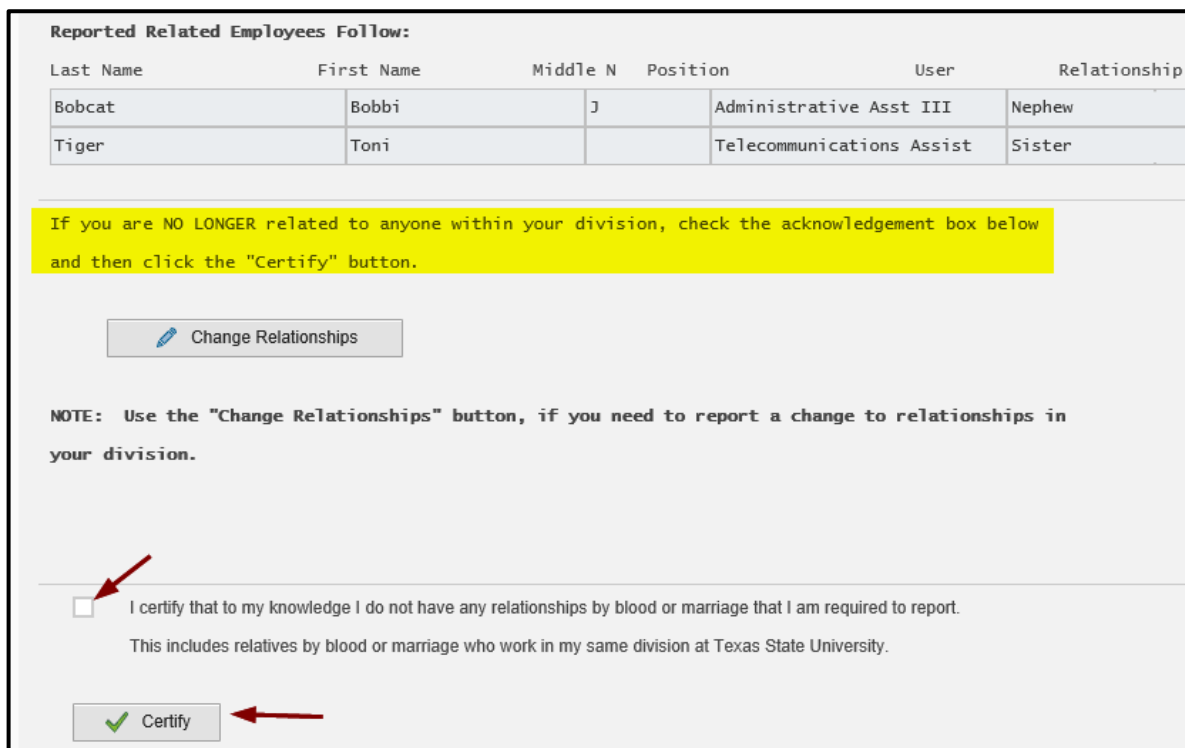
Last Name	First Name	Middle N	Position	User	Relationship
Bobcat	Bobbi	J	Administrative Asst III		Nephew
Tiger	Toni		Telecommunications Assist		Sister

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.

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 delete existing relationship(s) and search if there is a new relationship to report.

Selected related employees follow (up to 10):						
	Last Name	First Name	Middle N	Position	User	** Enter Relationship below
 Delete	Bobcat	Bobbi	J	Administrative Asst III		Nephew
 Delete	Tiger	Toni		Telecommunications Assist		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.

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.