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 of 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.
If you have no relationships to report:

- click the box that stipulates you have no relationships within your division
- 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.

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

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

- click to highlight that line
- then click the “Select” button below.
See that a relationship can now be selected for Bobbi Bobcat via the dropdown list.

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.

Select the relationship.

In this example, we are reporting the nephew relationship.

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

<table>
<thead>
<tr>
<th>Delete</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle N</th>
<th>Position</th>
<th>User</th>
<th>** Enter Relationship below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete</td>
<td>Bobcat</td>
<td>Bobbi</td>
<td>J</td>
<td>Administrative Asst III</td>
<td>Nephew</td>
<td></td>
</tr>
<tr>
<td>Delete</td>
<td>Tiger</td>
<td>Toni</td>
<td></td>
<td>Telecommunications Assist</td>
<td>Sister</td>
<td></td>
</tr>
</tbody>
</table>

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.

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.