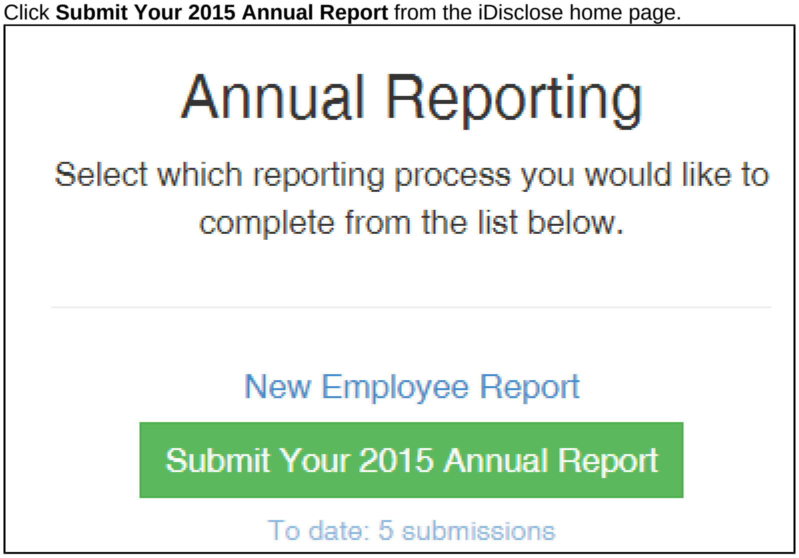
Annual Reporting: Disclosing as a Current Employee

Disclosing as a Current Employee

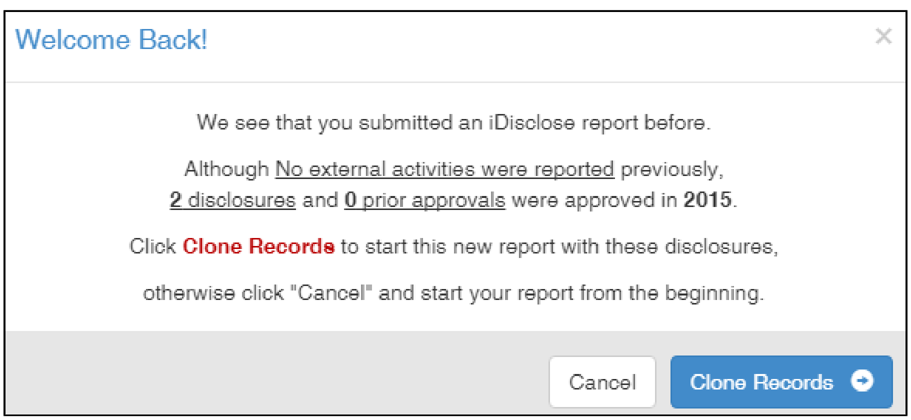
Step 1 - Start Here

1. Click **Submit Your 2015 Annual Report** from the iDisclose home page.

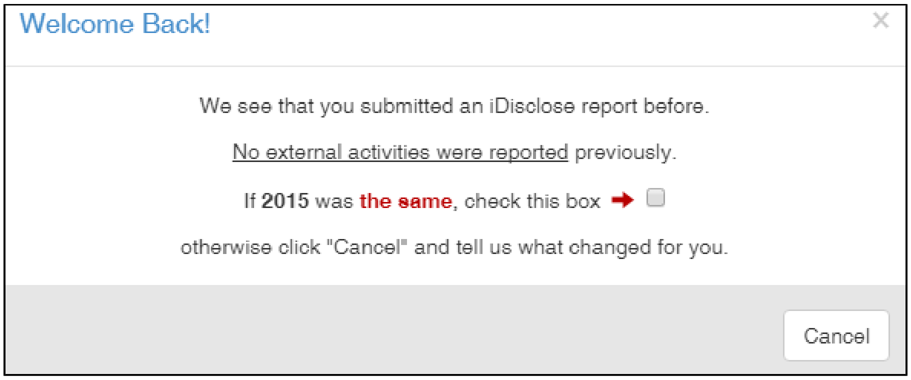


   1. A window listing additional things to consider will be displayed.
   2. Click the blue Continue button.
   3. Sign in using your HSC email address and domain password.

2. ***New in 2016 ...***
   1. If you have records to be cloned, a window similar to below will display. Clicking the Clone Records button will clone all disclosures or prior approvals approved in 2015 and direct you to the Disclosures page where you can review and edit.

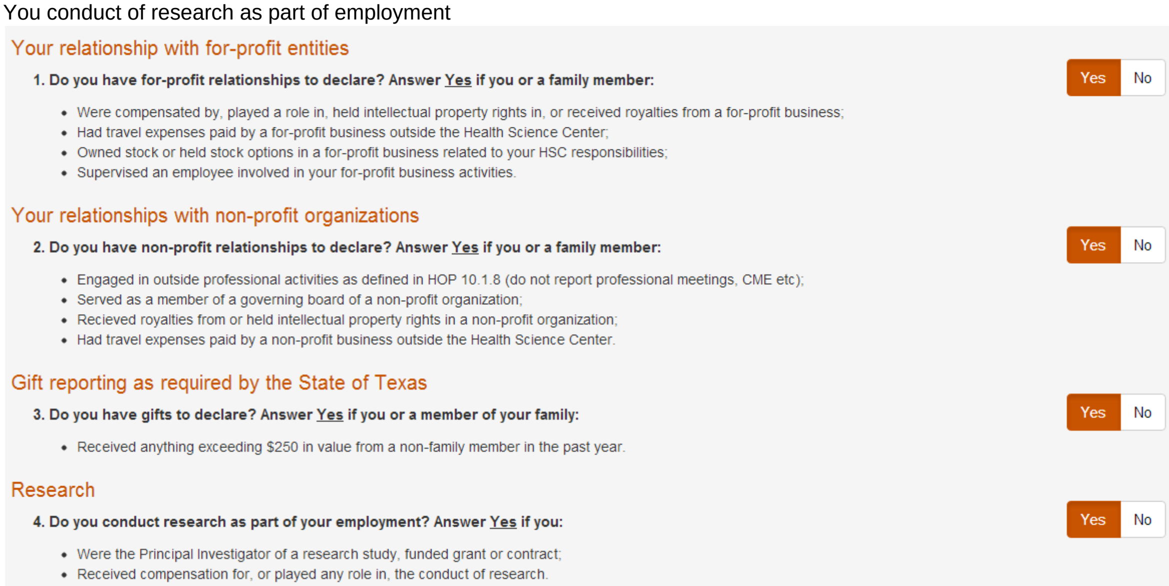


   2. If you submitted a report in 2015 with no disclosures, a window similar to below will display. If in 2015 you had no disclosures, follow the prompts that display in the window.



3. If you click the Cancel button on the Welcome Back! window, you will be directed to the Overview page. Answer the (4) Yes / No questions.

1. Your relationship with for-profit entities
2. Your relationship with non-profit entities
3. Gift reporting as required by the State of Texas
4. You conduct of research as part of employment

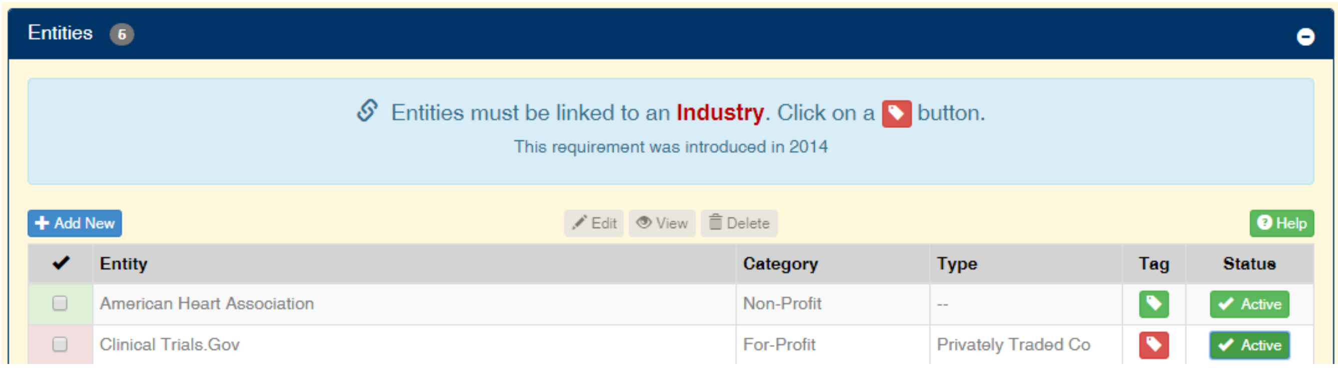


4. Click **Continue to the Next Step** when finished. If Q1-3 answers are No, this indicates you have nothing to declare. You will advance to Step 4- Certify.

Step 2 - Entities

*If you clicked the **Clone Records** button, you will not be directed to the Entities page. You will be directed to the Disclosures page. Go to Step 3 - Disclosures.*

An entity is an individual, business, institution or organization that you interact with and with whom you have external activities to disclose. Before navigating to the disclosure page, you must have at least 1 Entity within your Entity List and it must be **active.** If you would like to use an Entity from last year, there is an option to edit, or to simply view your entity. If you need to add a new entity, click the Add New button, and begin to complete the Add Entity Details page.



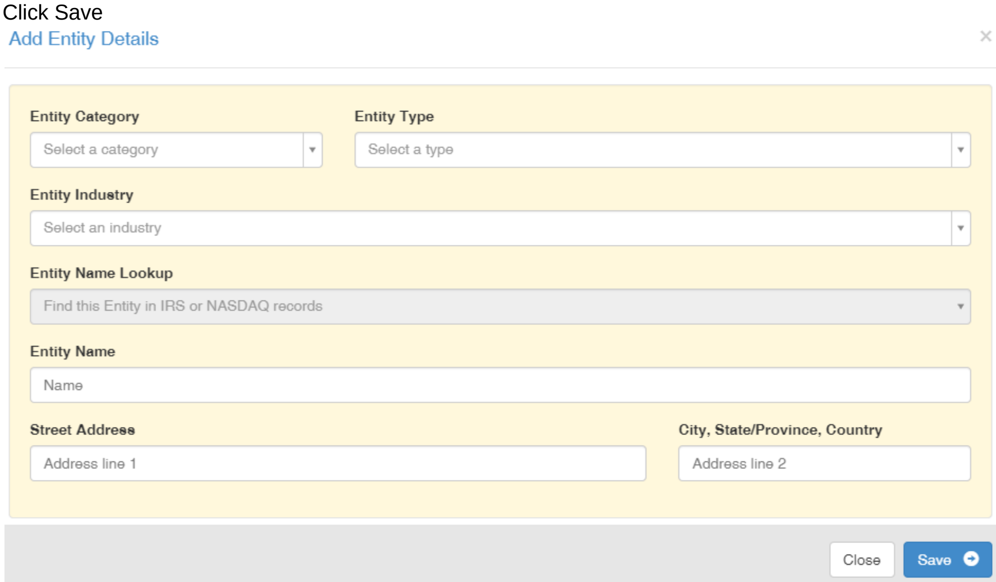
NOTE: Employees who did not submit a report with disclosures or did not submit a report will not see a list of entities. If the Entity you want to use contains a red background in the first column or a red tag (row two in the above snapshot), this indicates the **industry** needs to be selected. To complete all required fields, edit your entity.

Add an Entity

- Click  and complete all fields.

- Select an Entity Category: For-Profit, Non-Profit or Government
- Select an Entity Type: options are based on the Entity Category you selected
- Select an Entity Industry: options are based on the Entity Category you selected
- Complete Entity Name
- Complete the Location - Street Address and City State/Province, Country

Click Save



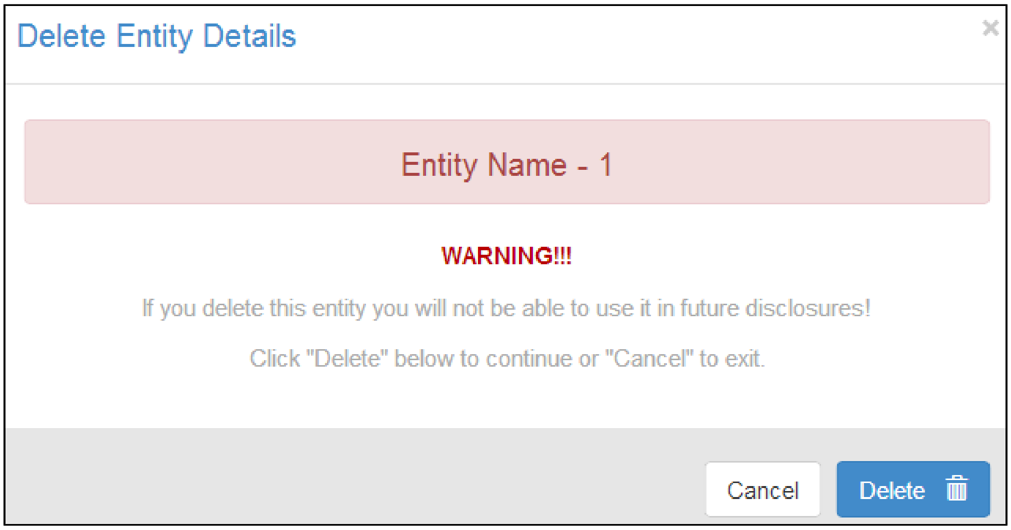
Edit an Entity

If an entity will be used and it contains a red background by the check box or red tag icon:

- Click the check box for the entity
- Click the Edit button
- The information about that entity will appear in the fields in the bottom half of the window. *Items that may need to be edited: address, city, state or Industry type.*
- Make your changes and select the blue **Save** button.

Delete an Entity

- Select an entity currently listed by clicking the check box
- Click on the Trashcan icon in the Action column of the entity you want to delete.
- A warning message will be displayed asking you to confirm your action.



- Click on the blue Delete button to delete the entity or select Cancel if you change your mind.
- Remember, if you simply want to stop an entity from displaying as an option when completing your Disclosure page, Inactivate the entity.

NOTES: About deleting entities:

1. Entities that are used in a report that has been certified and submitted cannot be deleted. If you choose to delete such an entity it will be made permanently unavailable to you.
2. Deleting an entity that has never been used in a report is permitted.
3. If you delete an entity used in a disclosure that is part of your current report, you must either delete the disclosure or add the appropriate entity to it.

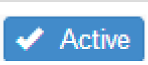
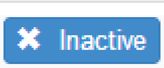
Activate/Inactivate an Entity

Remember that entities must be activated in order to use them in your disclosures. This feature is intended to provide you with a way of limiting the number of entities that are available for use in disclosures without needing to delete them.

- If the Entity Status shows the Active button, your entity is Active.
  - To make Inactive, click the Active button.
- If the Entity Status shows the Inactive button, your entity is Inactive.
  - To make Active, click the Inactive button.

NOTES:
If you intend to use your entity in order to document future disclosures, Inactive the entity. If you delete, you will not be able to retrieve what has been deleted.

Menus & Icons

	Allows you to edit an Entity.
	Deletes an Entity.
	Allows you to view your Entity within a browser window.
	Allow your Entity to be displayed as an option within the Disclosures page.
	Prevents your Entity from being displayed within the Disclosures page as an option.
	If the tag icon is highlighted, this indicates that you have incomplete fields regarding your entity. Click the tag to complete any of the three fields: category, type, and industry.

Step 3 - Disclosures

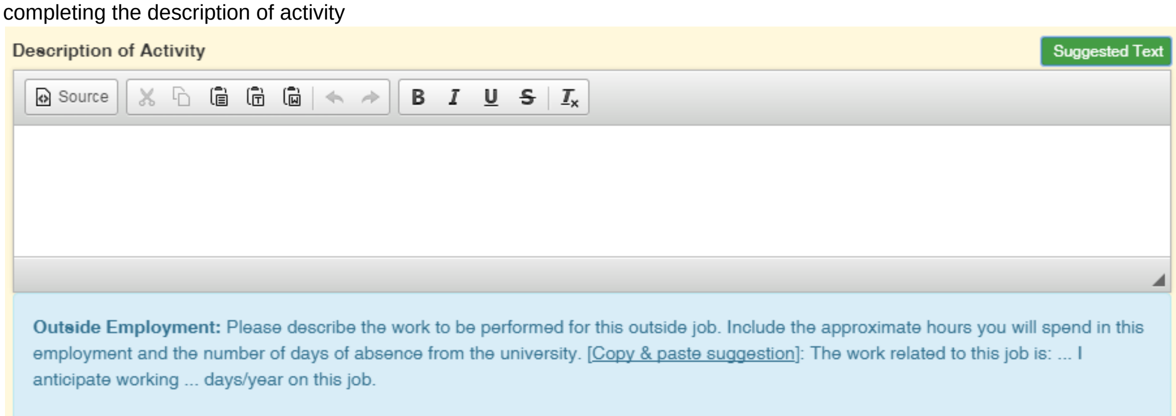
*If you clicked the **Clone Records** button, you will be directed to the Disclosures page. If you will be adding Disclosures for Entities not listed in your Entities page, click the Entity breadcrumb below the section heading, **Your Disclosures.***

A disclosure contains the details of your activities with an outside entity. If you cloned last year's report, and you did enter disclosures for the CY 2015, you will see the list of Disclosures, by Entity.

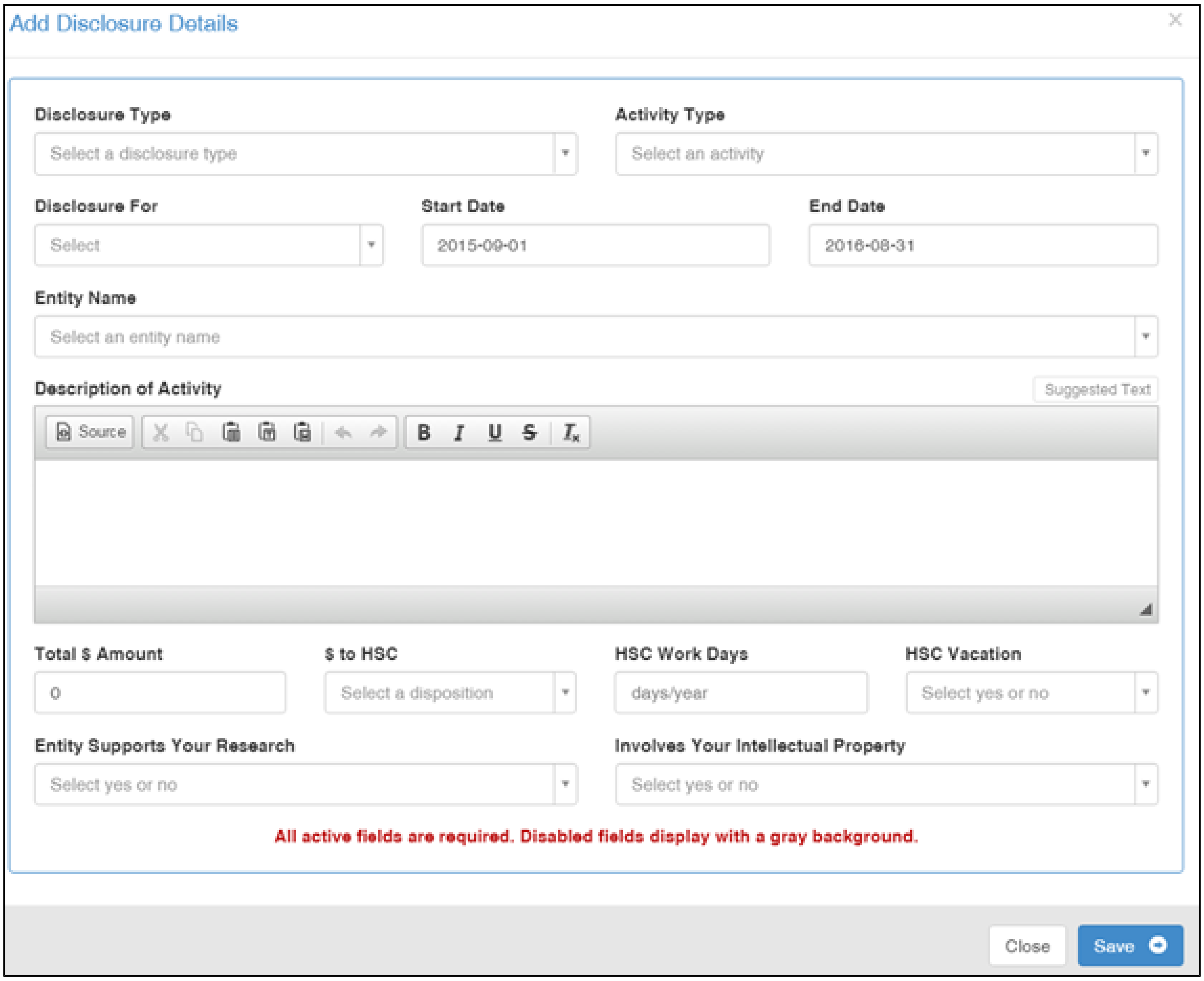
Add a Disclosure

To proceed with creating a disclosure, complete all fields:

- Click  and complete all fields.
- Disclosure Type
  - Uncompensated Activity, Equity, Intellectual Property, Substantial Business Interest or Gift.
- Activity Type
  - Advisory Board / Committee, Governing Board, Officer, Consultant, Expert Witness, Family Member Employment, Administrative Support, Reviewer, Seminar/Lecture, Speaker, Financial Services, Legal Services, Professional Services, Retail, Sales, Volunteer, or Other.
- Relates to Job Function
- Disclosure For
  - Myself, Spouse, Dependent child, Parent, Unmarried Adult (living with you), Other
- Start and End date
- Entity Name - select from the list. All active entities will be displayed. **If you do not see the Entity you are entering the Disclosure for, go back to the Entities page and either Add or Activate the Entity. See Step - 2 Entities.**
- Description of Activity
  - **Suggested Text** - for some disclosure types, suggested text will be provided. The available text will help guide you in completing the description of activity



- Total $ Amount
- $ to HSC
  - No; Yes
- HSC Work Days (in days)
- HSC Vacation
- Entity Supports Your Research
- Involves Intellectual Property



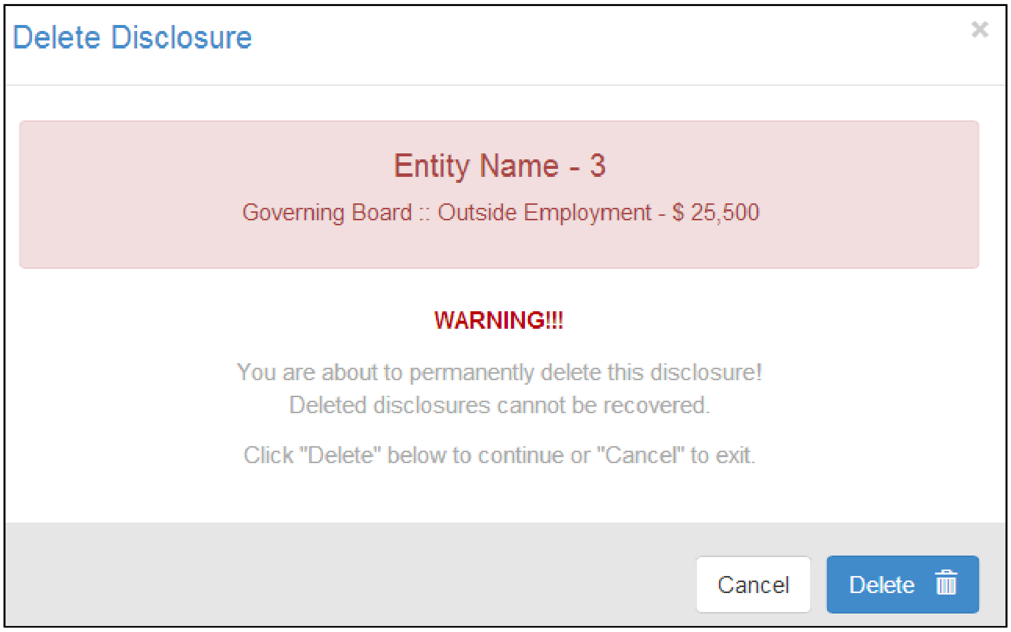
- Click Save when done. You will be directed back to the Disclosures page.

Edit a Disclosure

- Click on the Pencil icon in the activity column of the entity you are wanting to edit.
- The information about that entity will appear in the fields in the bottom half of the window.
- Make your changes and select the blue **Save** button.

Delete a Disclosure

- Click on the Trashcan icon in the Action column of the disclosure you want to delete.
- A warning message will be displayed asking you to confirm your action.



- Click on the blue Delete button to delete the entity or select Cancel if you change your mind.
- Remember, if you simply want to stop an entity from displaying as an option when completing your Disclosure page, Inactivate the entity.

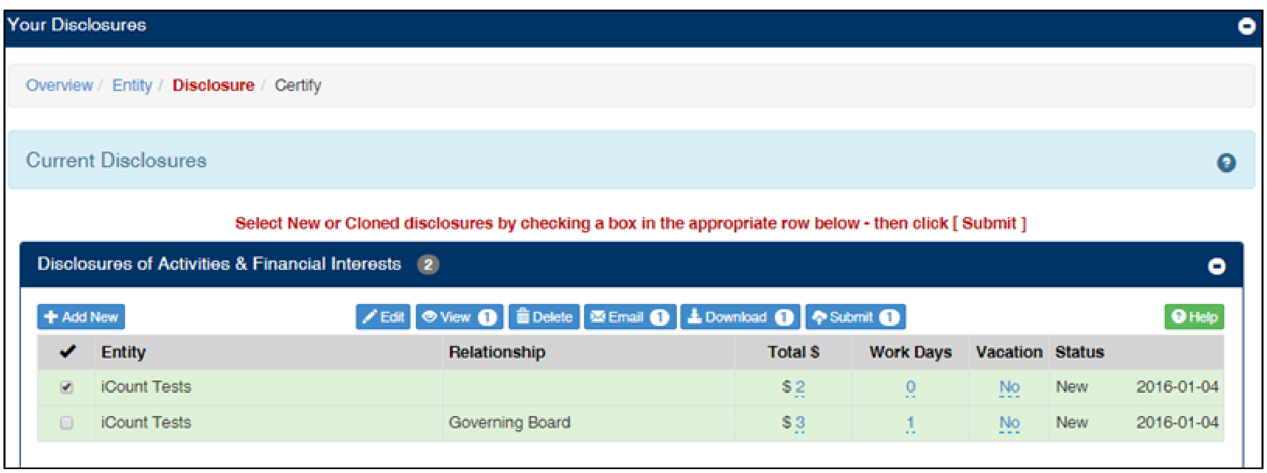
NOTES: About editing and deleting a disclosure:

1. A disclosure can only be deleted if it is part of a report you are editing.
2. Similarly, a disclosure can only be edited before you submit your report.
3. Disclosures in reports that have been certified and submitted cannot be deleted (the trashcan button will be disabled).
4. Similarly, disclosures cannot be edited if the report has been submitted. The Pencil button will cause the details to be displayed in the bottom half of the window but all fields will be disabled.

Submit you Disclosures

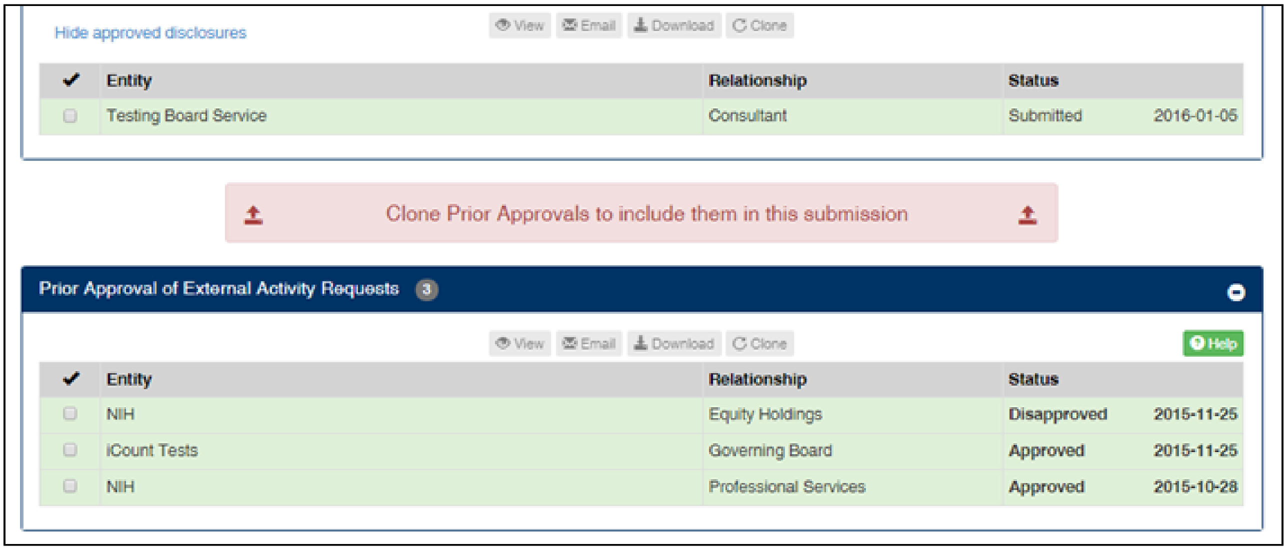
Once you have entered at least one disclosure you will be able to submit.

1. Select the disclosures you will be submitting by checking the first column. As you select Disclosures to be submitted, a numerical value will display on the Submit button indicating the number of disclosures you will be submitting.
2. Click the Submit button if you have no other disclosures to add.



Clone a Disclosure

If you have disclosures that were approved prior to calendar 2015, you will have the ability to clone and add to your 2015 Annual Report. From Disclosures of Activities & Financial Interests or Prior Approvals. Below your rows of Disclosures a link will display, Show approved disclosures . Click the Show approved disclosures link to view all previously approved disclosures (both Prior Approvals and Non-Prior Approvals) that were not cloned. To close the view, click Hide approved disclosures



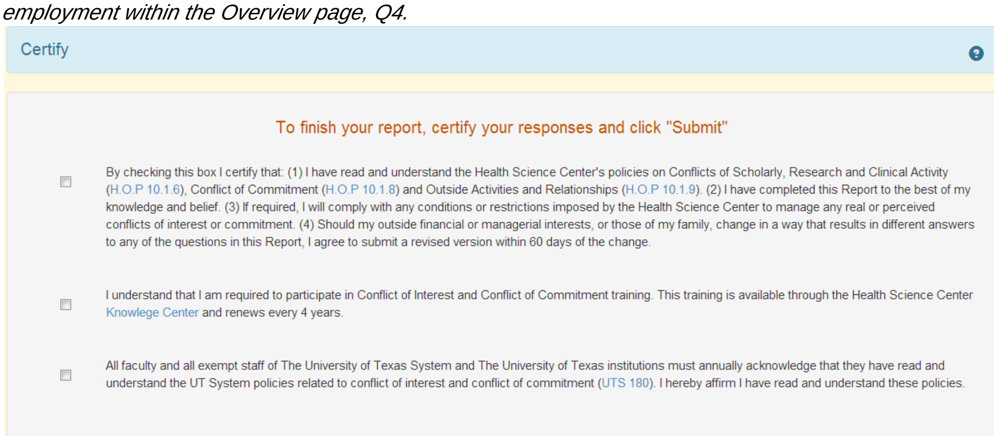
To clone:

1. Click the check box to the entity row you want to clone.
2. Click the blue clone button.
3. You will then see the new row for the disclosure you cloned.
4. Click one of the duplicate disclosures.
5. Click the blue Edit button in order to customize to the additional relationship with that particular entity.

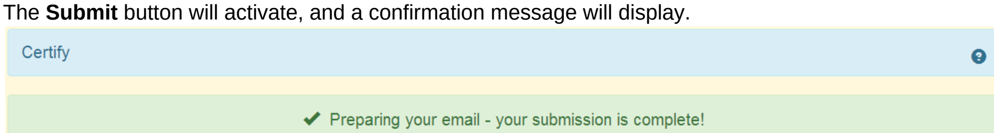
Step 4 - Certify

The final step is Certification. You must check each box in order to submit your report; each certification is mandated by the policies described on this page.

1. Check each certification box. *Note: Statement 2 will only be available if you confirmed that you do conduct research as part of your employment within the Overview page, Q4.*



2. The **Submit** button will activate, and a confirmation message will display.



3. Once you submit your report, your session in the iDisclose system will automatically end.
4. If you entered disclosures, you will receive two emails. One indicating your report was received and submitted successfully, and the second email with a PDF attachment of your report. If you did not enter disclosures, you will receive one email indicating your report

was received and submitted successfully.

Was a disclosure identified as requiring prior approval?

If your report contained disclosures identified as needing prior approval and has not already been submitted for the current fiscal year, you will see the disclosure in the Prior Approvals section of your dashboard.