

Employee Self Service: Declaration of Interest

This guide will help you use Employee Self Service to record a declaration of interest and to view and update any existing declarations.

You must declare annually to an appropriate senior manager any financial and non-financial interests or commitments, which may conflict with KCC's interests.

Declaration of Interest screen:

1. Click on 'Declaration of Interest' from the Employee Self Service menu.
2. You will be taken to the 'Declaration of Interest: Special Information' screen.
3. Any existing declarations currently held will be displayed.

Adding/Updating a Declaration of Interest:

1. To record a new declaration click on the 'Add' button.
2. To update an existing declaration, select the relevant row and click on the 'Update' button.
3. You will be taken to the 'Declaration of Interest input' screen.
4. Input/update your declaration of interest information by completing the relevant fields.
5. Click on the 'Apply' button.

Note: If you have something to declare you must ensure you have discussed this with your line manager and whether any of the interests may cause any potential conflicts.

Special Information screen:

You will be taken to the Special Information screen. The information you have entered will be displayed.

If you have added a new declaration the status will be 'New'. If you have updated an existing declaration the status will be 'Updated'.

To continue, click on the 'Next' button on the far right hand side of the screen.

Review and Submit:

You will be taken to the 'Review' screen.

If you have added a new declaration this information will be displayed.

If you have updated an existing declaration a blue dot will indicate any proposed changes.

1. If you need to amend any details, click on the 'Back' button to return to the relevant screen.
2. Before submitting, if required you can add an 'Ad Hoc Approver'. See guidance below.
3. Once you are happy with the details, click on the 'Submit' button.

Adding an Adhoc Approver:

Your declaration of interest will be sent to the line manager of your main (primary) assignment.

However, if you require someone else to also approve this declaration or receive a 'For your information' notification, you need to add them as an additional approver.

Do this by selecting the '+' icon next to 'Add Adhoc Approver' on the 'Review' screen. Search for their name by typing their Surname%Forename and click on the magnifying glass icon. A search and select screen will appear. Pick the relevant person by clicking on the 'Quick Select' icon.

When you are returned to the main screen, select the appropriate 'Category'. Then click on the 'Add' button. This approver will now be added.

Confirmation:

Upon selecting 'Submit' a confirmation screen will appear. The information has been sent to your line manager for approval. You will receive a confirmation e-mail once your declaration has been approved.

Click the 'Home' button to return to the main menu

Help and Support:

Please see the Blue Book and Declaration of Interest KNet page for additional information and guidance.

If you have any technical issue, log into Service Now and raise a call by selecting the 'ICT' Service on the left hand side of the screen or alternatively us the 'Chat' function. If you are

not able to access Service Now, e-mail ICTservicedesk@cantium.solutions and they will raise a request on your behalf.

If you have an HR related query, log into Service Now and raise a call by selecting the 'Human Resources' Service on the left hand side of the screen or alternatively us the 'Chat' function.

