

Manager Self Service: View My Employee's Declaration of Interest

This guide will help you to use Manager Self Service to view existing declarations of interest that are recorded on the system for an employee.

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

When an employee submits a Declaration of Interest using Employee Self Service, a notification requiring approval will be sent to the manager of their main (primary) assignment. Once the declaration is recorded on the system, if the employee has more than one assignment, the manager of each assignment will be able to view the employee's declaration.

Manager Self Service menu screen:

1. Click on 'View My Employee's Declaration of Interest' from the Manager Self Service menu.

View My Employee's Declaration of Interest: People in Hierarchy' screen:

1. You will be taken to the 'View My Employee's Declaration of Interest: People in Hierarchy' screen.
2. Find the selected person and click on the 'Action' icon.

View My Employee's Declaration of Interest: Special Information' screen:

1. You will be taken to the 'View My Employee's Declaration of Interest: Special Information' screen.
2. Any existing declarations recorded on the system will be displayed.

Note: You are only able to view the employee's existing declarations. You are not able to amend the details displayed.

3. To return to the People in Hierarchy screen click on the 'Back' button.

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.

