

Employee Self Service: Gifts and Hospitality

This guide will help you use Employee Self Service to declare gifts and hospitality and to view and update any existing declarations.

Gifts and Hospitality screen:

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

Adding/updating Gifts and Hospitality:

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 'Gifts and Hospitality input' screen.
4. Input/update your gifts and hospitality 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.

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 gifts and hospitality 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 of gifts and hospitality has been approved.

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

Help and Support:

Please see guidance in The Kent Code and on KNet regarding gifts and hospitality. In addition to the requirements in The Kent Code, there may also be specific Directorate rules on gifts and hospitality. Please speak to your manager for further information.