

EMPLOYEE AND RELATIVE DISCLOSURE REPORT

INSTRUCTIONS

General information regarding disclosure reporting:

This is a tutorial for the person or persons within the agency/institution/board/commission/office who is/are responsible for inputting the employee disclosure information in the Employee and Relative Disclosure Report. This report is accessible on the Department of Finance and Administration – Office of Personnel Management (DFA – OPM) website at the following web address:

https://www.ark.org/dfa/dfa_disclosure/index.php?type=employee

Please refer to the NOTE at the end of these instructions if you are an institution of higher education or a state entity reporting a large number of disclosures.

The report is based on calendar year quarters, therefore, reporting will need to occur for any employee transactions occurring in the first, second, third, or fourth quarters of each year.

Example: January, February, and March comprise the first quarter of the calendar year.

Personnel Transaction: hire, transfer, promotion, or demotion, change of positions, etc.

Reporting Purpose: Executive Order 98-04, or EO 98-04, specifically established the practice of reporting for contracting purposes and employee-family relationship purposes. Legislation furthered the disclosure requirements in ACA §§ 21-1-401 – 408 and ACA §§ 25-16-1001 – 1007, regarding the disclosure and restrictions of constitutional officers and their spouses as it relates to employment with a state agency and the hiring of relatives and specific prohibitions of employment of relatives.

Generally, the purpose of employee and relative disclosure reporting is to make known the hiring of a person is in compliance with EO 98-04 and legislation requirements. Additionally, employee disclosure provides appointees to boards and commissions the ability to disclose relatives and/or their position in state government.

Although persons are required to complete the Disclosure Forms (F-3 through F-8), it does not mean that there is something to disclose.

Example: John Doe is hired and he has no relatives, by definition, currently or formerly working in state government. It is not necessary to report John Doe, but it is necessary to maintain the Disclosure Forms in his official personnel file.

When an entity has no personnel transactions or has personnel transactions with no disclosed relatives and/or no status within another state agency, the entity is required to report on the reporting site that they have nothing to report each quarter.

Example: An agency having no personnel transactions during the first quarter of the calendar year will access the Employee and Relative Disclosure Report and provide the agency information, quarter/year, and choose 'no' if there is nothing to report for the period; a prompt will appear stating that the entity has nothing to report for the quarter and it should be checked, completing the reporting for the business area and agency name.

Disclosing employee information regarding relatives is one component of the reporting. Another component is employee self-disclosure when he/she is also employed in another state capacity,
Revised June 1, 2016

an officer or member of a constitutional agency or general assembly, member of a board or commission, and/or performing services at a state college or university.

Example: An agency hires a person in a full-time position and the person serves as an adjunct professor at a university; or is a non-state or state employee member of a board/commission; or is a member of the legislature and teaches courses at a college.

The Employee and Relative Disclosure Report: Agency Information

Elements of the reporting tool include the following:

Submitter Name: the first and last name of the person inputting/providing the information for the agency.

Agency Number: the numerical number assigned to an entity; the number can range from one (1) number to four (4) numbers. Some entities will have more than one number assigned, but most have one number.

Example: The Department of Finance and Administration has business areas 0610, 0611, 0612, 0613, 0615, 0630, 0631, and 0634, and must report each area separately.

Agency Name: the name of the entity; the name can be spelled or an acronym may be used.

Example: Arkansas Department of Finance and Administration or DFA

For what quarter do you need to disclose? choose January 1 – March 31; April 1 – June 30; July 1 – September 30; October 1 – December 31.

Year: choose 2016, 2017, 2018, etc.

Do you have anything to report this quarter? choose 'No' or 'Yes'.

If you choose 'No', you will see the screen with the information entered; a statement at the bottom of the screen with a check box that states:

You have chosen to report that you do not have any employees that have disclosed any information on the F-3/F-4 form. You have until the 10th business day of the month following the quarter to report any disclosed information.

If this is correct, check the box to the left and the following buttons will appear:

Submit and Save

Submit and Print

Please review the information before submitting the information. Once your information is submitted, it will translate to a downloadable spreadsheet that OPM will use to compile the quarterly report. If you need to make corrections, please refer to the area previously entered incorrectly and change the information.

Do you have anything to report this quarter? choose 'No' or 'Yes'.

If you choose 'Yes', you will see the screen with the following fields:

Continue

Upload

Press '**Continue**' and the following will appear:

Employee Information:

What is the first name of the employee disclosing this information?

First Name: enter the first name of the entity employee.

What is the last name of the employee disclosing this information?

Last Name: enter the last name of the entity employee.

Employee Hire Date: enter the date the employee began working for the agency; this can be the AASIS start date or the actual date the employee began working for the entity; the entry is MM/DD/YYYY.

Disclosed Information:

What is the first name of the relative the employee has disclosed?

First Name: enter the first name of the relative disclosed on the form.

Example: Mary or self

What is the last name of the relative the employee has disclosed?

Last Name: enter the last name of the relative disclosed on the form.

What is the relation to the disclosed relative and the employee? enter the relationship of the relative to the employee, as required below:

Relative is defined as husband, wife, mother, father, stepmother, stepfather, mother-in-law, father-in-law, sister, brother, stepsister, stepbrother, half-sister, half-brother, sister-in-law, brother-in-law, daughter, son, stepdaughter, stepson, daughter-in-law, son-in-law, aunt, uncle, first cousin, niece or nephew.

What position does the disclosed relative hold or has held within the last 2 years? enter from the choose category options which include:

State Employee, State Board or Commission Member, General Assembly Member, Constitutional Officer, and Unknown.

In which agency does the disclosed relative work? enter the agency name or acronym.

Job Held: enter the title of the job held by the disclosed relative as stated on the form; if a complete or partial title is listed, enter the information; if no title is provided, enter Unknown.

What is the status of the disclosed relative? enter from the drop down list whether the relative entered above is a **current** or **former employee (Within the last 24 months)**.

Example: current means is working in a state government capacity, an officer or member of a constitutional office or the general assembly, a non-state or state employee appointed to a board/commission, or performing services at a state college or university as of the date the form is completed by the applicant/employee.

Example: John Doe is the entity employee and Mary Doe is his Mother and she is a current state employee.

Example: former means worked in the last 24 months of the date the form is completed by the applicant/employee.

Example: Mary Doe is the Mother of John Doe and she is a former state employee because she retired 6 months before the completion of the disclosure forms.

Example: Mary Doe would not have to be reported if she retired 3 years before the completion of the disclosure forms.

Example: John Doe states that his Mother, Mary Doe, is a Nurse with the Department of Health; the person entering the information will choose State Employee, if not otherwise indicated.

Example: John Doe states that his Mother, Mary Doe, is a Nurse, but fails to state the agency; the person entering the information will choose Unknown.

Example: John Doe states that his Mother, Mary Doe, is a Nurse with the Department of Health, but chose General Assembly for the Position Held; the person entering the information will choose State Employee instead.

At the bottom of the screen, the person entering the information will have the option to select the 'Back', 'Submit and Save', or the 'Submit and Print' button. **Select the 'Submit and Save' button if the entry is complete.**

A message from the webpage will appear stating: **I certify that the questions I have answered are true and correct to the best of my knowledge. We recommend you save or print the summary page and keep it with your records in case of a reporting error.** The options are 'OK' and 'Cancel'.

If you select 'OK', and all required entries are not made, you will see the screen with the information entered; a statement in red will appear at the top stating additional entries needed:

Please enter a value for each vacant space.

If the required information is not available, you will need to obtain the information from the employee in order to proceed or enter Unknown.

If all required entries are made, you will see the screen with the information entered, click 'Submit and Save'.

You will see the screen with the information entered; the statement at the top of the page states:

Thank you. Your disclosure information has been submitted. You may print this page as a "receipt" of this submission.

If other disclosures for the same employee or another employee are to be entered, press the 'Add Another Disclosure' button at the bottom of the screen and you will return to the first screen and begin to enter the next disclosure information. If you have completed all entries, you may exit the program.

Unfortunately, if an employee has disclosed more than one relative, you must enter each separately.

NOTE: For agencies or institutions of higher education with a large number of entries who choose to upload an excel spreadsheet in the reporting section, an issue has been discovered which will not allow the upload. Please utilize the excel spreadsheet following these instructions for your entries; the spreadsheet mirrors the online report. Provide the spreadsheet to OPM through the general email address:

opmhelp@dfa.arkansas.gov