Completing Conflict of Interest in Workday

Brown staff members are required to log into Workday annually to complete a Conflict of Interest Disclosure Form.

Non-Brown earning and other financial information for the prior tax/calendar year should be disclosed, as should personal or business relationships that extend into current calendar year. You are required to respond to each question, disclosing all applicable information.

Where disclosures indicate that conflicts of interest may be present, a formal management plan may be required upon review of your form by the COI Reviewer. Please follow the steps below to complete your Conflict of Interest Disclosure Form.

1. Click the Requests worklet on your landing page

2. Select Create Request

3. Select Request Type All, then Conflict of Interest. Click OK.

4. Enter 2017/2018 into the Describe the Request Complete the questionnaire form and click Submit

5. After clicking Submit, your Conflict of Interest form will route for review by your manager, and then to Human Resources. All reviewers must approve requests before the Conflict of Interest can be considered finalized.

6. Submitted Requests are visible in your Requests worklet and can be accessed by clicking My Requests and My Recent Requests. Both approved and pending requests are visible.