

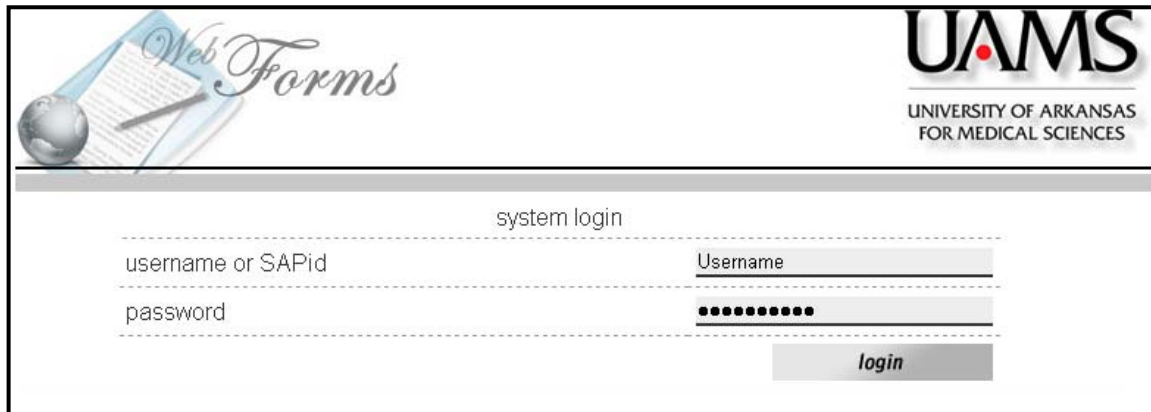
How to Sign the Clinical Salary Report Packet Electronically

Deadline: June 15, 2008 - Start signing Conflict of Interest Form

July 1, 2008 - Have Conflict of Interest, HIPAA, and Outside Employment forms signed.

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1. Go to <http://intranet.uams.edu/UAMSForms/Login.aspx>

On the Screen shown below you will input your UAMS username or SAPID and password. (This is the same username / password used to log on to a UAMS Computer)



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system login

username or SAPid Username

password

login

**If you have problems logging in go to the end of the Help document for login tips.

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2. Once logged on, you will see a screen containing links to all three forms for the Salary Packet. (All three forms are electronic copies of those contained in the Salary Packet in previous years.)



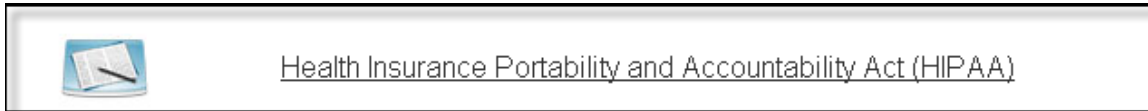
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Health Insurance Portability and Accountability Act (HIPAA)

Outside Employment Form

Conflict of Interest and Commitment Disclosure

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3. The first form to fill out is the Health Insurance Portability and Accountability Act (HIPAA). To go to the form, move over the name until it is underlined and click its name that is in grey.



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4. At the form page, read over the information. Once you have read and agreed to the terms of the form, click the “Sign Electronic Document” button. Once clicked, the form will be completed and give the date of electronic signature.



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5. The second form to fill out is the Outside Employment Form. Go to this form the same way that you did in Steps 2 and 3.



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6. At the form page, you will first need to click the “Add Form” button.



- 6b. In this new page, you will see the words “I have no outside Employers”. If your only employer is UAMS then click the “Sign” button located on the bottom right side. If you have one or more other employers click the “Add Employer” button.

Web Forms

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Outside Employment
I have no outside Employers

ADD EMPLOYER

save form without signing
SAVE

sign form electronically, no further edit will be possible
SIGN

quit form without saving nor signing
CANCEL

SAVE

6c. When you Add an Employer, fill out the five fields of information and click the “Save” button.

Add Employer

Period of Employment

Estimated Hours Per Month

Amount of Compensation

Approved Date

Nature of Outside Employment /Relationship to Univ. Assignment/

DELETE **SAVE**

6d. Once saved, you are brought back to the Outside Employment screen. Follow steps 6b and 6c until you have added all of your outside employers.

6e. With all employers entered you can choose to “Save” the employers without signing or complete the form by clicking the “Sign” button, shown on step 6b.

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7. The final form to sign is the Conflict of Interest and Commitment Disclosure. Go to the form by following Steps 2 and 3.



Conflict of Interest and Commitment Disclosure

8. To start a new form, go to the link titled. “Click to Complete A New Conflict Interest Form”. If you have started the form and it is incomplete, you can go to the link, “Edit” to continue your saved form.

The screenshot shows the UAMS Web Forms interface. At the top left is a logo with a globe and the text "Web Forms". At the top right is the UAMS logo and the text "UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES". Below the header, there is a yellow button labeled "Click To Complete A New Conflict Interest Form" and a blue link labeled "<--Back To Main Page". A table displays the following records:

Record Date	Status		
6/11/2008 8:44:24 AM	Incomplete	Edit	
6/11/2008 8:44:40 AM	Incomplete	Edit	

Records Found 2

- 8b. On the form page, verify that your contact information is correct and answer the questions provided.

- 8c. At the bottom of the form, there is a Declaration. If you agree with the statement and have answered all questions, click the “Sign” button. If you are not finished with the form or you are not ready to sign the form you can click the “Save” button.

6. **Employment Of UAMS Staff:** Do you have non-university professional or income producing activities involving UAMS students or staff, or do you employ for any outside active

Declaration:

I, **Victoria L Miller**, declare that this statement of significant financial interest and time commitments (including accompanying pages and statements) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of all my significant interest and other matters required by law. I have read and agree to abide by Federal and UA Board Conflict of Interest policies and University of Arkansas for Medical Sciences procedures. Also, I understand that Board's policy state that failure to file this statement as required by law or intentionally filing a false statement may result in disciplinary action. Any changes to this statement will be reported when the information becomes known to me.

By selecting "Sign" you are electronically signing this form.

Login Tips for Electronic Salary Letters

If you receive an error when logging into the forms site, follow the tips below to ensure a proper login.

1. Be sure that your login and password on this website matches your domain login and password.
2. To view this information, you must be using a computer that is connected to the UAMS network.
 - a. If you are using a public computer be sure to check that the automatic login id on <http://intranet.uams.edu/UAMSForms/Login.aspx> matches your personal domain user id.
3. Your Internet browser needs to be able to accept cookies.
4. Java Script should be enabled on your Internet browser.