

Submitting PM-11 Disclosures of Outside Employment

The disclosure of any employment outside of LSU is required for all full-time employees. This help document shows how to fill and track such disclosures using GeauxGrants. Employees should follow the following steps.

Login to GeauxGrants

GeauxGrants is accessed online through [myLSU](#) as well as the [GeauxGrants help desk](#). Login to the system using your myLSU ID and password. Once in the system, select “Conflict of Interest” from the left side menu to enter the COI module. LSU’s PM-11 electronic form is part of the COI module.

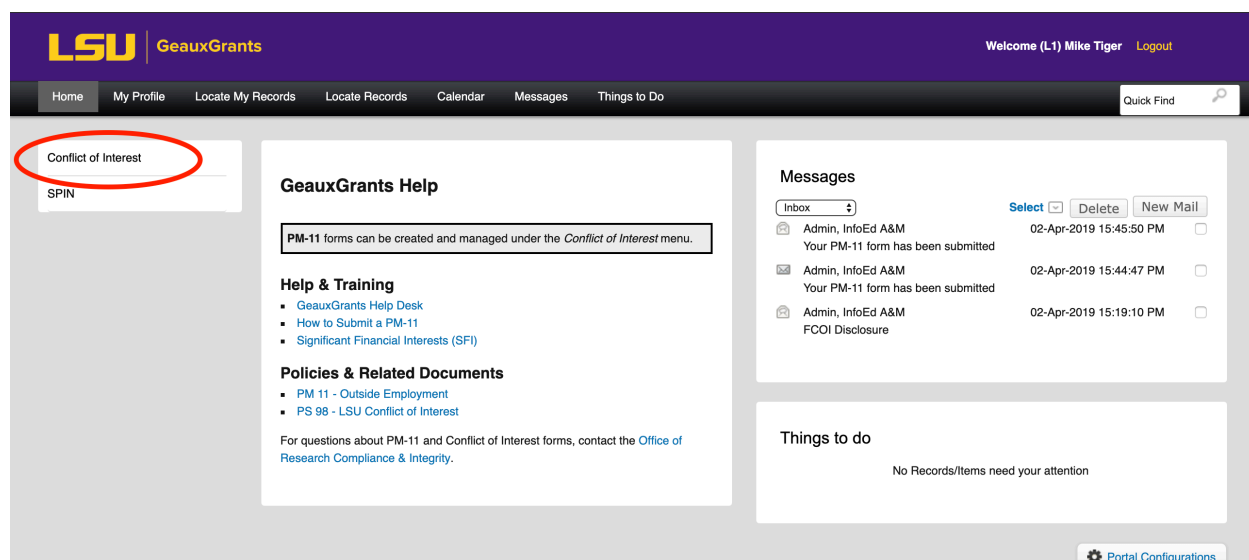


Figure 1 - GeauxGrants Home Screen

Create a New Disclosure

Select the button “Create/Update Disclosure” from the Conflict of Interest module screen (see Figure 2). You will then need to select what kind of Conflict of Interest you need to disclose. In this case, select “New/Update” from the PM-11 panel (see Figure 3).

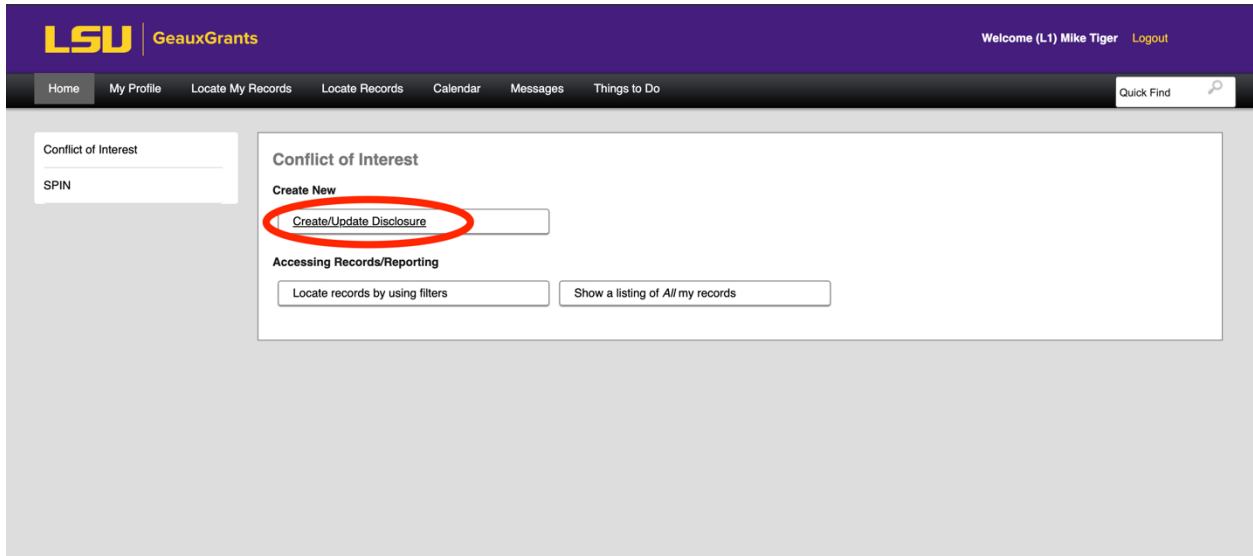


Figure 2 - Create/Update Disclosure

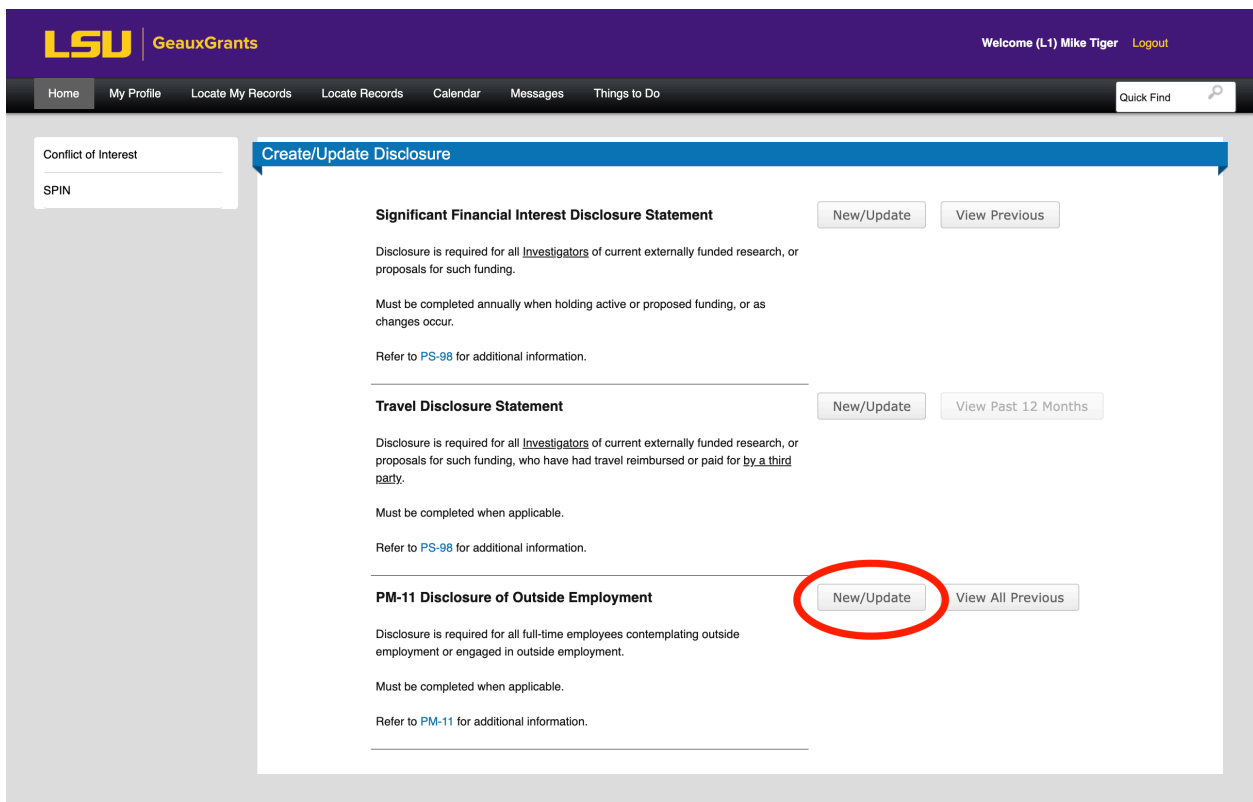


Figure 3 - Create a "New" PM-11 Disclosure

Complete the Electronic PM-11 Form

Fill out the form (Figure 4) with the appropriate information. Dates and compensation amounts may be entered as approximations, but should be as accurate as possible.

- PM-11 DISCLOSURE OF OUTSIDE EMPLOYMENT
- EMPLOYEE DISCLOSURE**
- ALL PAGES

EMPLOYEE DISCLOSURE

Employee Information

Employee Name: **Tiger, (L1) Mike the**
 Title: **Associate Professor**
 Department: **LSUAM I Division of Strategic Comm**

Outside Employment Information

* Name of employer or business:

* Time commitment required within the next 12 months

Outside Employment Activity Information:

* Proposed compensation to be received:

* Dates of proposed activity:

* Location:

* Describe proposed activity:

Figure 4 - Employee Disclosure Form

Yes/No Questionnaire

Answer the following 6 questions (Figure 5) with regard to your proposed outside employment. Upload a contract if you have one. You must also check the Employee Certification box which serves to attest to your understanding and compliance with PM-11.

Questionnaire

- * 1. My outside employment would be with an entity currently doing or actively seeking to do business with my unit at the University.
Yes No
- * 2. My outside employment would involve teaching which results in University level credit, will be conducted on University time or will utilize University property or services.
Yes No
- * 3. My outside employment would involve my providing professional, personal, consulting, and social services to a department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or any other establishment of the Executive Branch of the State of Louisiana.
Yes No
- * 4. I am collaborating with or on special assignment to a unit within the University with which the company is doing or is seeking to do business.
Yes No
- * 5. My outside employment would yield results which advance a theory or practice in my field.
Yes No
- * 6. My outside employment would result in my receiving compensation to assist in the passage or defeat of state legislation during the fiscal year in which the legislation was pending in the legislature.
Yes No
- * Have you received a proposed employment contract from the outside employer?
Yes No

Employee Certification

I will explain to the proposed outside employer that:

1. I do not represent said outside employer as an employee of the University in any manner
2. Any views I express on behalf of an outside employer do not necessarily reflect the view of the University, and
3. In no way may the name of the University nor my official University capacity be used in support of any position I may take on behalf of said outside employer

Furthermore, I certify that University personnel, laboratories, and equipment will not be used in connection with outside employment other than as provided in PM-11.


* My approval attests to my understanding of and compliance with PM-11.

When you are finished please click COMPLETE at the top of the page and SUBMIT your disclosure.

Figure 5 - Questionnaire

Close and Submit

Once you have completed and certified the form, scroll to the top of the form. Click “COMPLETE” to lock the form, then “SUBMIT” the form. Once submitted, the form will be routed to your supervisor for review and approval.



Updated By: (L-1) Mike the Tiger @ 02-29-2022 9:04:50:56 PM
 Click here to lock and here to submit

PM-11 DISCLOSURE OF OUTSIDE EMPLOYMENT

Instructions / Introduction

Louisiana State University Permanent Memorandum Number 11 requires that all full-time employees of the LSU System comply with its provisions and disclose all outside employment as defined within it. Disclosure is required for each outside employment event. Blanket approvals will not be granted. Employees are required to become familiar with PM-11 before completing this form.

If outside employment requires approval by the Executive Vice President & Provost or the President, the employee must follow the certification and contractual provisions of PM-11 under the Approval Level section for outside employment. All required documents shall be attached to and made a part of this Disclosure Form before submission through administrative channels for review by the President.

Annual leave must be submitted if outside employment activities take place during assigned working hours.

See policy at www.lsu.edu/administration/policies/pmfiles/pm-11.pdf.

Figure 6 - Complete and Submit