

HUMAN RESOURCES

UNIVERSITY of HOUSTON | HR

Every year in compliance with University of Houston System Board of Regents [Policy 57.02](#), [SAM 03.A.17](#) and [SAM 02.A.08](#), the UH System requires benefits eligible faculty and staff to acknowledge and report any activities that may create a conflict of interest with University responsibilities for the previous calendar year.

Before we close out calendar year 2020 we are requesting that employees log into PASS and select an option based on their situation regarding Consulting and Paid Professional Services as well as Disclosure of Related Party Interests for calendar year 2019 which was from January 2019 to December 2019.

Please be aware that if you did participate in Consulting or Paid Professional Services you should ensure that you have already filled out and received approval for these services by having a completed Consulting and Paid Professional Service Application form on file in Human Resources. The link for the approval form is as follows for reference: <https://www.uh.edu/human-resources/forms/consulting.docx>

The questions asked in the electronic Consulting/Related Party acknowledgement form located in PASS verifies reported **activities from Jan. 1, 2019, through Dec. 31, 2019.**

This annual acknowledgment is in addition to the form you fill out in advance to seek approval for any consulting and paid professional service. Per policy, the

following individuals are required to complete the Related Party/ External Consulting Agreement:

- All full-time benefits eligible faculty
- All full-time benefits eligible salaried staff
- All hourly staff in a position to originate purchase requests or influence purchasing decisions

The Consulting/Related Party acknowledgment form can be accessed by performing the steps below:

1. Log on to AccessUH
2. Click on the P.A.S.S. icon
3. Click on the Training icon
4. Select Consulting/Relating Party tab on the left side
5. Make your selections (Selections will default based on previous responses)
6. Click Submit

Please complete the acknowledgment as soon as possible.

Department business administrators can use the query HRMS_CONSULTING_REL_PARTY to confirm completion of this form.

Feel free to contact the HR Service Center with any questions or concerns.

Thank you.

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