![NIH National Institutes of Health - NIH Ethics Program]

NIH ETHICS INFORMATION MANAGEMENT SYSTEM (EMIS)

Annual Report of Outside Activities (Form HHS-521)

The HHS Supplemental Financial Disclosure Requirements (5 CFR 5502) require employees to submit an Annual Report of Outside Activities, using form HHS-521. This is a retrospective report, i.e., the employees report all Outside Activities in which they engaged during the previous calendar year, regardless of whether they received advance approval. Completion of the report and review by the DEC does not provide additional approval. The purpose of this document is to provide instructions for entering the HHS-521 data into EMIS.

1. Open the employee's record. Choose HHS-520.

2. Identify the Outside Activity reported on the HHS-521 and choose *Edit* to the left of that activity name.

3. Scroll to the bottom of the HHS-520 record and choose *Add HHS-521*.

4. Enter the data which was reported on the HHS-521:

- Year Filed/Covered means the calendar year covered by the report (format is yyyy).

- Date Received is the date the Ethics Office received the HHS-521.

- Engaged in Act? Using the drop-down list, choose the employee's response.

- Actual Start Date: Start date during the calendar year covered by the report. For a continuing activity with an approval date before the calendar year covered by the report, the start date would be January 1st of the reporting period.

- End Date: The date during the year covered by the report when the activity ended. For an activity with an approval date after the end of the covered year, the end date would be December 31st of the reporting period.

- Hours for year. Enter whole number.

- Compensated? If the response is Yes, the fields for entering amount and date received will be visible.

- Reimbursement? If the response is Yes, the field for entering amount will be visible.

- Payment Due? If the response is Yes, the field for entering amount will be visible.

5. Following review by DEC, enter DEC action and the date of that DEC action.

6. *Save* the HHS-521 data, then scroll to the bottom of the HHS-520 screen and choose *Update.*

Document History:

File Name: Q:\EMIS\SOPs\Employee-Forms\HHS-521-Data-Entry.doc
2/15/08   Original document posted. NEO

3/20/13   Document revised for consistency with format of other SOPs. FEPlyler
3/28/14   Revised. Updated with new logo and minor modifications to field descriptions. NEO (C.
           Galvin-Combet