



From time to time really exciting things happen at CPAESS and we will be sending you news splashes to keep you up to date!

Hello CPAESS Staff,

As a community, UCAR | CPAESS is committed to acting with integrity and accountability in all our endeavors. As you have done in the past, this year you are being asked to complete an annual Conflict of Interest Statement and a certification that you have read and will comply with the UCAR Code of Conduct. You must complete these forms by September 22 in order to be considered for any merit increase.

Just like last year, these forms are maintained in Workday and you will be reminded to complete them with a notice and task in your Workday inbox. Instructions on completing the forms in Workday are in the Workday Basics area through this site [Workday Learning Resource](#).

Here's the direct link to the guide: [Workday User Support Guide](#).

Full copies of the Conflict of Interest Policy and disclosure statement and the UCAR Code of Conduct are also accessible on the UCAR Ethics and Integrity [web page](#).

Please note that recent new hires are asked to complete these forms again, even if they were completed as part of the new hire process. You must complete these certifications by September 22, 2020.

For technical questions about Workday, submit a [Jira Service Desk](#) ticket.

Questions about the Code of Conduct and Conflicts of Interest can be directed to UCAR's Ethics Officer, Meg McClellan (mmcclell@ucar.edu; ext. 8875).

Thank you, and as always if you have questions for me please [reach out](#).

A handwritten signature in blue ink that reads "Hanna".

