

ACKNOWLEDGMENTS AND CERTIFICATIONS

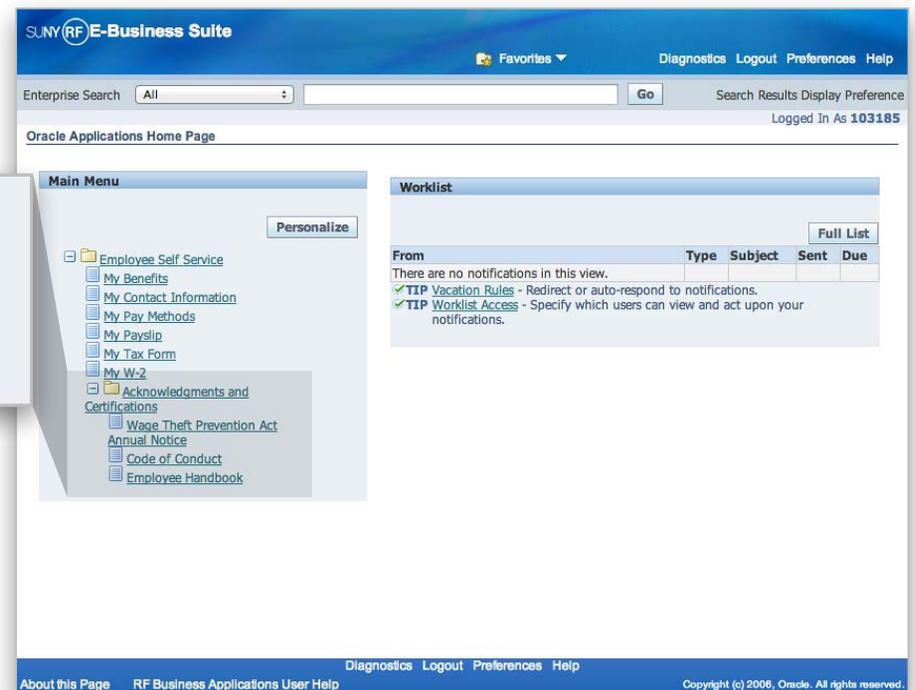
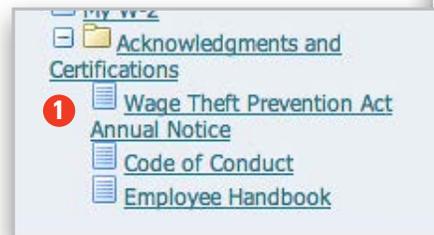
How to Acknowledge and Certify Required Documents

From time to time you will receive emails from the RF asking you to certify that you have reviewed important documents, such as the RF's Code of Conduct. Instructions should be provided in those emails. You may also acknowledge and certify documents by following the steps below.

GO TO: [Employee Self Service Home](#) > [Main Menu](#) > [Employee Self Service](#) > [Acknowledgments and Certifications](#)

1. A list will appear below the folder. Click the notification that applies to you; the email notification you received will indicate which document you need to review and acknowledge.

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2. A new screen will open with a description of the document you need to read. Read it and then follow the instructions.
3. Click the link to open the document.
4. After you have read it, return to the previous page and click the button next to Select Object.
5. On the pop-up screen, click **Yes** to acknowledge that you have read the document.

Tip! Before submitting your certifications, double check to make sure that you have certified the **current year's** form. The notices are often provided annually, so if the wrong year is indicated, you will be asked to certify the current year's notice again.

6. Click **Next**, then you must click **Submit** to finalize your acknowledgment for the notices that require it. Otherwise, the Employee Self Service system will not record your action and you will be prompted to revisit the site to take appropriate action.

Tip! In the future, when you receive email notifications about acknowledging documents, click the link within the email to go straight to Employee Self Service, and follow the steps above after logging in.

2 → The Code of Conduct ("Code") outlines the Research Foundation's Board of Directors expectation with regard to employee conduct and values. Contact your campus HR office with any questions.

INSTRUCTIONS:
Follow the steps below to certify you have read the Code of Conduct.

1. Open and read the Research Foundation Code of Conduct by clicking the 'Code of Conduct' link below. After reading the code of conduct return to this page by closing the code of conduct.
2. Once you have read the code of conduct, choose the current year below by selecting the radio button in the first column and click on the 'Certify You Read the Code of Conduct' button in the table below to read and acknowledge the certification.

Select Status	Year	Acknowledged?	Annual or New Hire
<input checked="" type="radio"/>	2014		Annual Certification or Acknowledgment is from Annual Process
<input type="radio"/>	2014		Annual Certification or Acknowledgment is from Annual Process

3 → [Code of Conduct](#)

4 → Select Object:

3. Main screen: Select 'Yes' in the Acknowledged column on this page to indicate you have read the Code of Conduct. Click 'Next'.

Acknowledged? Yes **5**