

UAB
THE UNIVERSITY OF
ALABAMA AT BIRMINGHAM

February 22, 2024

The Alabama Ethics Commission requires certain individuals who were previously employed by the University of Alabama at Birmingham (UAB), and who met certain criteria in their position at UAB, to complete the annual Statement of Economic Interests Form.

As required by law, the UAB Office of Human Resources provides to the Alabama Ethics Commission those previous employees who met one or more of the criteria listed below during the 2023 calendar year.

- Persons whose base rate of pay at any time during calendar year 2023 was \$97,000 or more, even if employment during the year was for a period as short as one day
- Persons whose job included purchasing or procurement authority
- Individuals who served as a supervisor
- Executive assistants to leaders in the institution due to their access to highly confidential information

For your convenience, the form can be filed electronically on the Alabama Ethics Commission website at **seiform.alabama.gov**. While you may still choose to print a copy of the form, complete it, and return it directly to the Commission, we encourage you to take advantage of the quick and cost-effective online filing option. When filing online, you will receive a confirmation email providing you with a code that confirms your form has been filed. Please keep this confirmation code for your reference and as your proof of having filed.

If completed online, the Statement of Economic Interests Form must be completed and received by the state mandated deadline of April 30, 2024. Direct mail forms must be postmarked no later than April 30, 2024. Failure to file will result in a fine of up to \$1,000 or a misdemeanor charge for failure to file or both, imposed by the Alabama Ethic Commission for non-compliance.

For step-by-step instructions on how to electronically submit the Statement of Economic Interests Form, visit **uab.edu/ethicsrequirement** and go to the FAQs section. For a full description of the requirements regarding the Alabama Ethics Commission's efforts to ensure compliance with state conflict of interest laws and proper handling of taxpayer dollars, please visit their website at **ethics.alabama.gov**. There you will find a "Statement of Economic Interests" link, which contains important information for completing the form.

NEW FOR 2024: Starting this year, an auto-fill option is available when filing the Statement of Economic Interests Form online. If you filed a form last year, you will be able to create an account that will allow you to transfer information from your 2022 form to your 2023 form and make edits as needed.

In summary, you are receiving this because you worked for UAB at some time during the 2023 calendar year and met at least one of the previously stated filing criteria, established by the Alabama Ethics Commission. You are required to complete the Statement of Economic Interest Form, even if you no longer work at UAB.

Please note — the UAB Office of Human Resources submits names of its Statement of Economic Interests Form filers as they are documented in the HR Admin System. If the form is submitted under a different name, a mismatch will occur. Please submit the form based on your name in the HR Admin System. **HR is unable to update your filing status. Any communication regarding filing after you have filed should be directed to the Alabama Ethics Commission at sei@ethics.alabama.gov.**

If you have any questions about the 2023 Statement of Economic Interests Form or need additional information regarding the filing requirements, please contact a Human Resources Consultant by visiting **go.uab.edu/hr-consultants** or email HRADMIN@uab.edu. Thank you for your cooperation.

Sincerely,



Janet L. May | UAB Chief Human Resources Officer
UAB | The University of Alabama at Birmingham

HUMAN RESOURCES