

OSE NEWS APRIL 2014

OSE Notifications – Statements of Financial Interest May 1st Filing Deadline

The Office of State Ethics sent a two-week notice on April 14th 2014 and will be sending a **one-week notice on April 24, 2014** to all State Employees and Public Officials who were identified by their agency as being required to file an annual Statement of Financial Interests (SFI) with the Office of State Ethics (OSE) by May 1, 2014.

Ethics Liaison - SFI Tracking Report

If you are an Ethics Liaison with SFI designees in your agency, please take a moment to check in on your filers and remind your agency filers of their requirement to file. To date, there are over 900 filers that have yet to file. **Remember:** For failure to file a report, statement, or other information required by the Code, the Board can, after a single hearing, impose a civil penalty of up to **\$10 per day**, for which the aggregate penalty for any one violation may not exceed \$10,000.

Log-in to the Statement of Financial Interest System select "Liaison" as role, this will bring you to the Dashboard screen. From the Dashboard screen click on the Total Required Filers number in **red**. See screen example below. Clicking on the number will generate an Excel report that lists your required filers and who has filed electronically (E), or via Paper (P), filers that have not yet filed will be blank.

The screenshot shows the 'Office of State Ethics' dashboard. At the top, there are navigation tabs: 'Dashboard', 'Maintain Filers', 'Notify Filers', and 'Personal Profile'. The user is logged in as 'Nancy S Nicolescu'. A 'My Message' section contains a notice about the 2012 SFI filing deadline. Below this is a '2012 Filing Statistics' table:

Agency	Total Required Filers	Filed Filers	Not Filed Filers
Office of Governmental Accountability	45	25	20
Total	45	25	20

A red arrow points to the 'Total' row in the table. To the right of the table is a 'Liaison Overview' section with a central 'Liaison' icon and four navigation options: 'Dashboard', 'Change Filer Agency', 'Maintain Filers', and 'Notify Filers'.

For assistance on how to maintain filers please contact me at 860-263-2397 or refer to the [Guide to the Statements of Financial Interests Filing System for Agency Ethics Liaisons](#)

Nancy S. Nicolescu
Director of Education and Communications
Office of State Ethics
nancy.nicolescu@ct.gov