

*Welcome*

**City of Philadelphia  
Financial Disclosure**



# Agenda

- What are Financial Disclosures?
- HR Manager Role and Responsibilities
- What is FDS?
- Filing Options
- Advantages of Filing Online
- On-Line Filing Overview – Financial Disclosure Web Site
- Paper Filing Overview
- Review
- Key Dates and Contacts
- Questions



# What are Financial Disclosures?

Each year the City of Philadelphia requires certain officials and employees to submit Financial Disclosure information by May 1 for the previous year.

Individuals may be required to file up to ***three*** different disclosure forms :

- State
- City
- Mayor



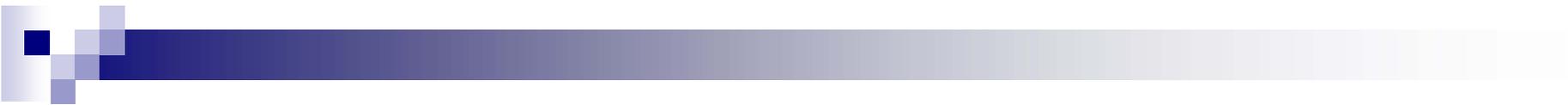
# Who must file Financial Disclosures?

- The instructions for the City and Mayor's forms contain a list of which City officials or employees file those forms.
- The State form requires a consideration of job duties. HR Managers are provided with criteria for determining which exempt employees file that form. For Civil Service employees, HR managers will receive lists of likely filers.



# HR Manager's Role & Responsibilities

- **Manage departmental filer lists**
  - Update lists of filers including payroll IDs and email addresses
  - Provide lists to Central Personnel of required filers to load into FDS
  - Add / update departmental filers' information, as needed
    - OR –
    - provide updates to Central Personnel
  
- **Attend training sessions**
  - Two dates in March and April
  
- **Manage requests from filers for bar-coded paper forms**
  - HR Manager can request paper forms with bar codes on behalf of individual filers (i.e. for those without access to internet)
    - Paper forms are specific to an individual - that person's name will be pre-printed on the form
    - **NOTE:** Once form containing bar code has been requested for a filer, online option is no longer available to the filer for that filing year.
  
- **Collect and Send completed paper documents to Records Department**



## **HR Manager's Role & Responsibilities: Manage Departmental Filer Lists**

- **Receive master lists from Central Personnel**
- **Update lists with current departmental filer information. Each filer should have:**
  - Filer's full name
  - Payroll ID/Password
  - Email address
  - Department
  - Forms required to be filed
- **Return updated lists to Central Personnel**
- **Provide updates to Central Personnel**



# What is FDS?

**FDS** stands for **Financial Disclosure System**.

*What Does FDS do?*

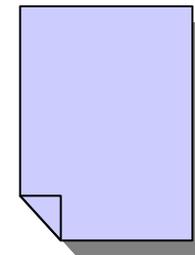
- Creates unique accounts for each filer
- Tracks which filers filed and which didn't
- Enter data once for all forms
- Remembers information entered from previous year and can apply it to current filing year

# Filing Options

- On-line Electronic Entry of Financial Information. Filer must print & sign hard copy to file.

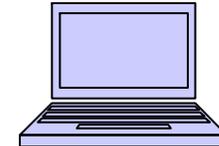


- Manual – Paper Based



Caution: The online option will no longer be available for the current year once the manual option is selected.

# Why Use the Online System?



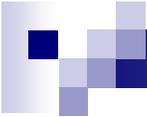
- Enter data once for all forms
- Data can be copied from previous years
- Overflow pages for forms automatically created
- Information can be imported from an Excel spreadsheet
- Information is placed in the correct location on the form
- You can go back to view / amend / print forms

# Online Filing: Process Overview



- Filer logs into FDS
- Filer chooses “File Online” method
- Filer enters information
- Filer reviews all information before submitting
- Filer clicks “Submit” button to submit information electronically
- Filer prints forms
- Filer signs forms and delivers to HR Managers
- Supervisor reviews forms per EO 01-90
- HR Managers send signed forms to Dept. of Records

Remember – Forms are not “Filed” until they are received by the Records Department



# Manual Filing: Process Overview

- Filer logs into FDS
- Filer chooses “File Manually” method
- Filer prints forms with bar codes
- Filer fills out forms by hand with their information
- Filer signs forms and delivers to HR Managers
- Supervisor reviews forms per EO 01-90
- HR Managers send signed forms to Dept. of Records

**NOTE:** HR Managers can get paper forms with bar codes on behalf of individual filers who do not have internet access.

**CAUTION:** The online option will no longer be available once paper form (manual) is requested.



# Recap

- All submissions require bar coded forms
- Only one filing method can be chosen per filing year for each filer: *Online -or- Manual*
- If forms are submitted online, a paper form still must be printed, signed and delivered to HR Managers
- HR Managers deliver all submitted, signed paper forms to Department of Records



# Key Dates

- Due date for updated filer lists sent from HR Managers to Central Personnel: **March 19**
- HR Manager Training: **March date TBD**
- HR Manager Training Follow Up:  
**Week of April 13**
- Filer Support at Marriott Residence Inn:  
**April 20 – May 1**
- *Filing Deadline: **May 1 at 5:00p.m.***



# HR Managers: FDS Practice

- HR Managers will be given access to the “test” version of the FDS site  
<http://64.78.150.79/FDS>
- Test accounts have been created so HR Managers can log into the FDS site and practice using it (Test1, Test2, . . . , Test10)
- Practice is essential in gaining knowledge of the system to better assist departmental filers



# Contacts

- **Production Financial Disclosure Web-site:**  
<https://fds.phila-records.com/FDS>
- **Board of Ethics (215) 686-9450**  
Decisions on who must file & what form(s) to file  
Assistance with completing specific blocks on form(s)
- **Records Department**  
Financial Disclosure on-line system  
Receives Financial Disclosure reports
- **Central Personnel:** Distributes filer lists
- **Filer Support Center:** April 20 - May 1, Marriott Residence Inn



**Questions?**