

UAB
The University of
Alabama at Birmingham.

February 19, 2025

The Alabama Ethics Commission requires certain individuals who were previously employed by the University of Alabama at Birmingham (UAB) to complete the annual Statement of Economic Interests Form (SEI Form).

As required by law, the UAB Office of Human Resources provides the Commission with a list of previous employees who met one or more of the criteria listed below during the 2024 calendar year.

- Individuals whose base rate of pay at any time during calendar year 2024 was \$97,000 or more, even if employment during the year was for a period as short as one day
- Individuals 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

You are receiving this communication as you worked at UAB during the 2024 calendar year, and you met at least one of the above stated filing criteria established by the Alabama Ethics Commission. It is a requirement for you to complete the SEI Form, even if you no longer work at UAB.

To help you fulfill this requirement, the Commission provides the form and instructions on its website at **seiform.alabama.gov**, so you can quickly and conveniently file online. An enhancement was made last year to the online filing option, which provides an auto-fill option if you completed a form for the 2023 filing period. The auto-fill option will allow you make edits as needed for 2024.

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 from the Commission providing you with a code confirming your form has been filed. Please keep this confirmation code for your reference and as your proof of having filed.

If completed online, the form must be completed and submitted by the state mandated deadline of April 30, 2025. Direct mail forms must be postmarked no later than April 30, 2025. Failure to file will result in a fine of up to \$1,000, a misdemeanor charge for failure to file or both, imposed by the Alabama Ethic Commission for non-compliance.

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

Please note, UAB HR submits names of its SEI 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 the name in the HR Admin System. **UAB HR is unable to update your filing status. Any communication regarding filing after you have filed should be directed to sei@ethics.alabama.gov.**

If you have questions or need additional information regarding this filing requirement, please contact a Human Resources Consultant by visiting **go.uab.edu/hr-consultants**, or email **HRADMIN@uab.edu**.

Sincerely,



Janet L. May
UAB Chief Human Resources Officer

HUMAN RESOURCES