



IMPORTANT FDS-RELATED DATES AND INFORMATION FOR ETHICS OFFICERS AND AGENCY CONTACTS

Ethics Officers and authorized designees are responsible for informing employees about relevant information from the Joint Commission on Public Ethics (the “Commission” or “JCOPE”), advising new and existing employees regarding financial disclosure and ethics training requirements, and maintaining current and accurate records in JCOPE's online FDS system, all on a regular and ongoing basis. Below is a summary of important FDS related dates and information for your reference.

Dates for Non-Academic Filers

January

In the first week of January, the Commission sends Ethics Officers and Agency Contacts a filer preparation e-mail reminding them to review and update all active filers in JCOPE’s online FDS system.

February

By February 28th, Ethics Officers and Agency Contacts must review, update, and certify agency lists of active filers. In submitting the certification, Ethics Officers are vouching for the accuracy of the list, agreeing to update any changes to that list or filer information within 30 days, and acknowledging that the Commission relies on the list for FDS compliance and enforcement purposes and may notify his or her appointing authority if any information is inaccurate.

March

Ethics Officers are responsible for informing their filers (i.e., policy makers or individuals whose salary exceeds the applicable salary threshold for the year) that they are required to file an Annual Statement of Financial Disclosure. Please notify filers in advance that their names have been reported to the Commission, and advise them of their financial disclosure filing and ethics training requirements prior to adding them to JCOPE’s online FDS system.

April

On or around April 15th, JCOPE sends filers a notice that the FDS is due May 15th via e-mail from jcope@public.govdelivery.com (**NOT** a valid e-mail address to use in order to reach the Commission) on behalf of ethel@jcope.ny.gov. Please ensure that all filers have a working e-mail address entered into their online FDS account, and check all agency spam controls, firewall settings, and blocked sender lists to ensure that filers with agency e-mail addresses will receive this message.

May

- May 15th: Deadline to file the Annual Statement of Financial Disclosure
- May 15th: Deadline to apply for an exemption from filing (non-policy makers only)
- May 15th: Deadline to apply for an extension to file

Dates for SUNY/CUNY Academic Filers

August

In the last week of August, the Commission sends Ethics Officers and Agency Contacts a filer preparation e-mail reminding them to review and update all active academic filers in JCOPE's online FDS system. Ethics Officers and Agency Contacts should update the database to reflect any information that was missed during the year.

September

By the last business day in September, Ethics Officers and Agency Contacts must review, update, and certify campus lists of active academic filers. In submitting the certification, Ethics Officers are vouching for the accuracy of the list, agreeing to update any changes to that list or filer information within 30 days, and acknowledging that the Commission relies on the list for FDS compliance and enforcement purposes and may notify his or her appointing authority if any information is inaccurate.

October

On or around October 15th, JCOPE sends academic filers a notice that the FDS is due November 15th via e-mail from jcope@public.govdelivery.com (**NOT** a valid e-mail address to use in order to reach the Commission) on behalf of ethel@jcope.ny.gov. Please ensure that all filers have a working e-mail address entered into their online FDS account, and check all agency spam controls, firewall settings, and blocked sender lists to ensure that filers with agency e-mail addresses will receive this message. Please notify filers in advance that their names have been reported to the Commission, and advise them of their financial disclosure filing and ethics training requirements prior to adding them to JCOPE's online FDS system.

November

- November 15th: Deadline to file the Annual Statement of Financial Disclosure
- November 15th: Deadline to apply for an exemption from filing (for non-policy makers only)
- November 15th: Deadline to apply for an extension to file

Contact the Commission's Financial Disclosure Unit:

Phone: 1-800-873-8442, press option #3 to speak with a Filings Specialist

E-mail: ethel@jcope.ny.gov