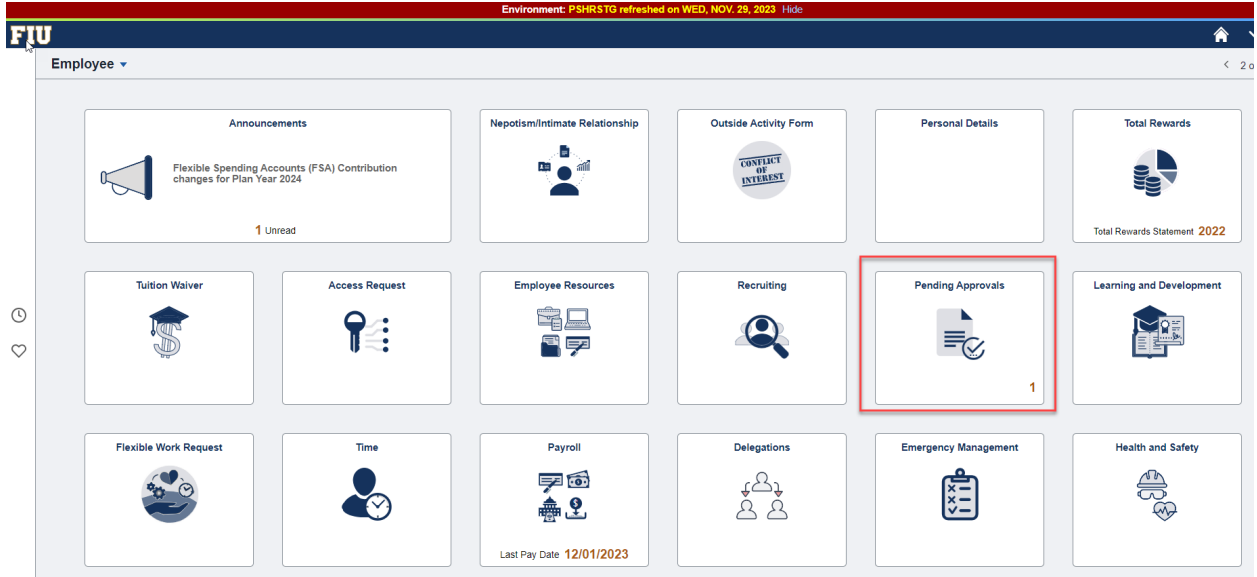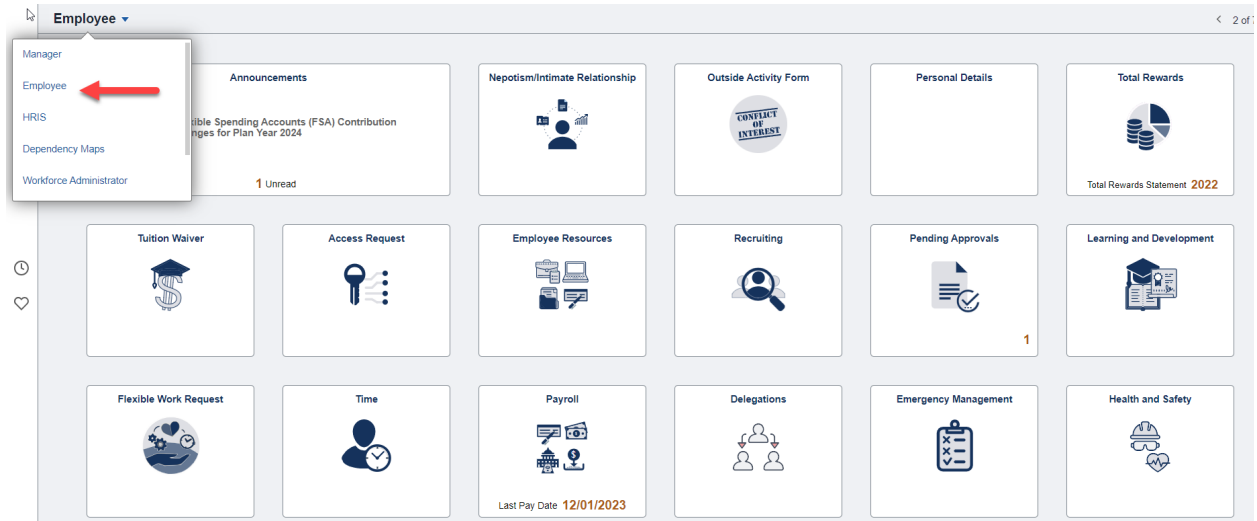# Nepotism Toolkit - Section 2

Instructions for Related Employee

Step 1: Log into **myhr.fiu.edu** and select **Employee Menu** and select **Pending Approvals**. You will also receive a system generated email notifying you of the pending action. You may access the portal directly or via the link provided.
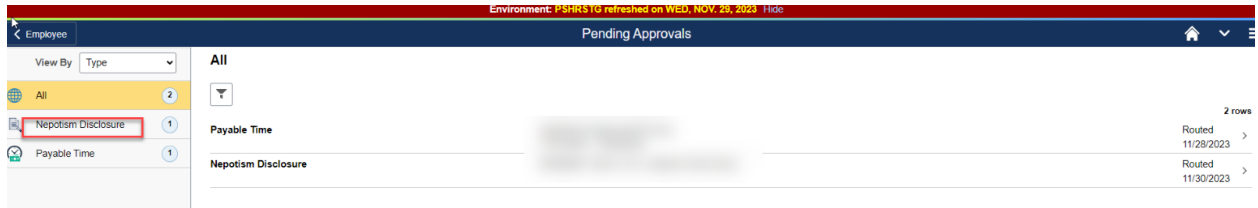

Once logged in, your screen may default to the **Manager view**. Please change your selection via the drop down option to **Employee**.
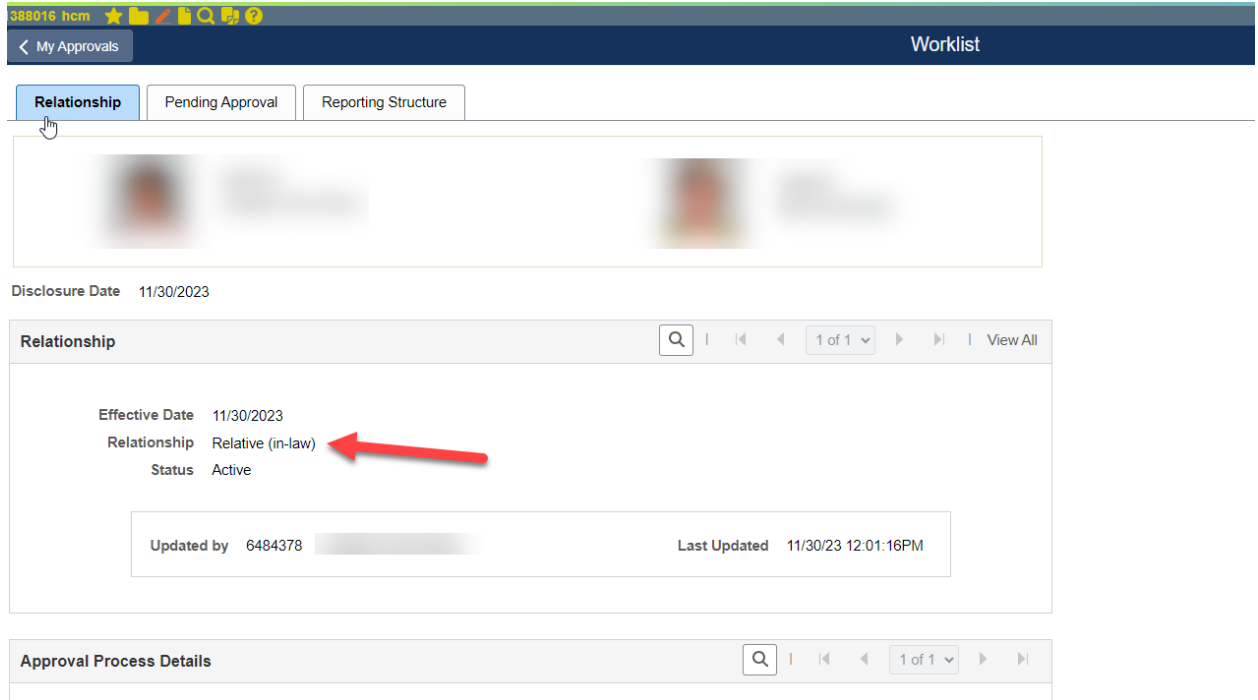

Step 2: Select the listed Nepotism Disclosure(s) routed for your review.
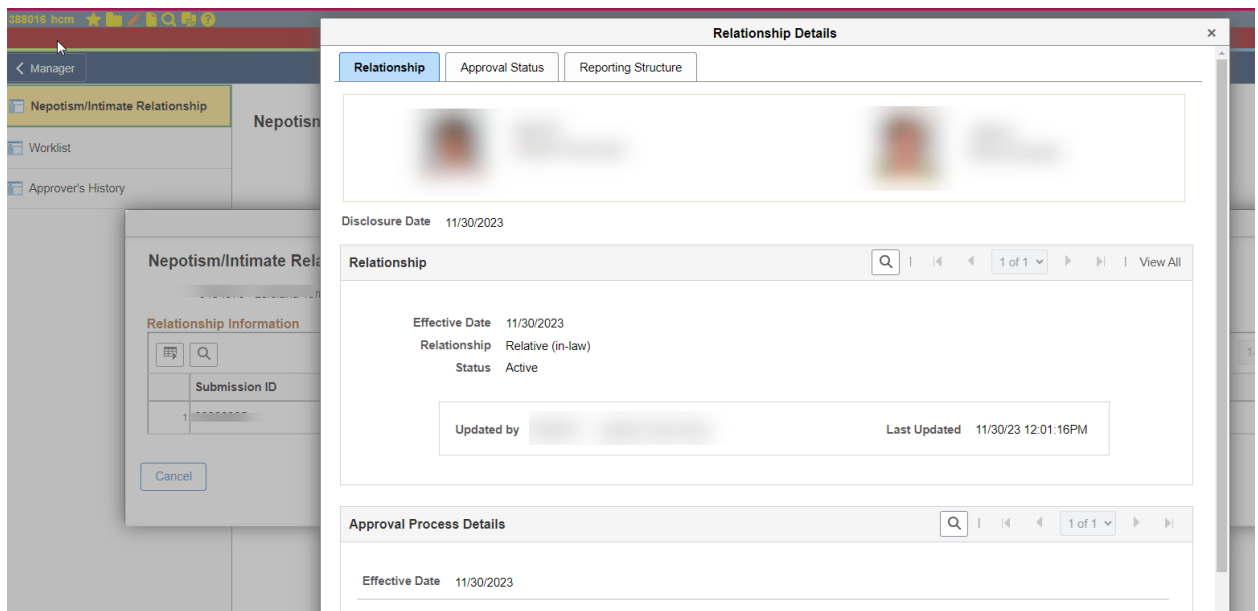
Nepotism Toolkit - Section 2 Instructions for Related Employee

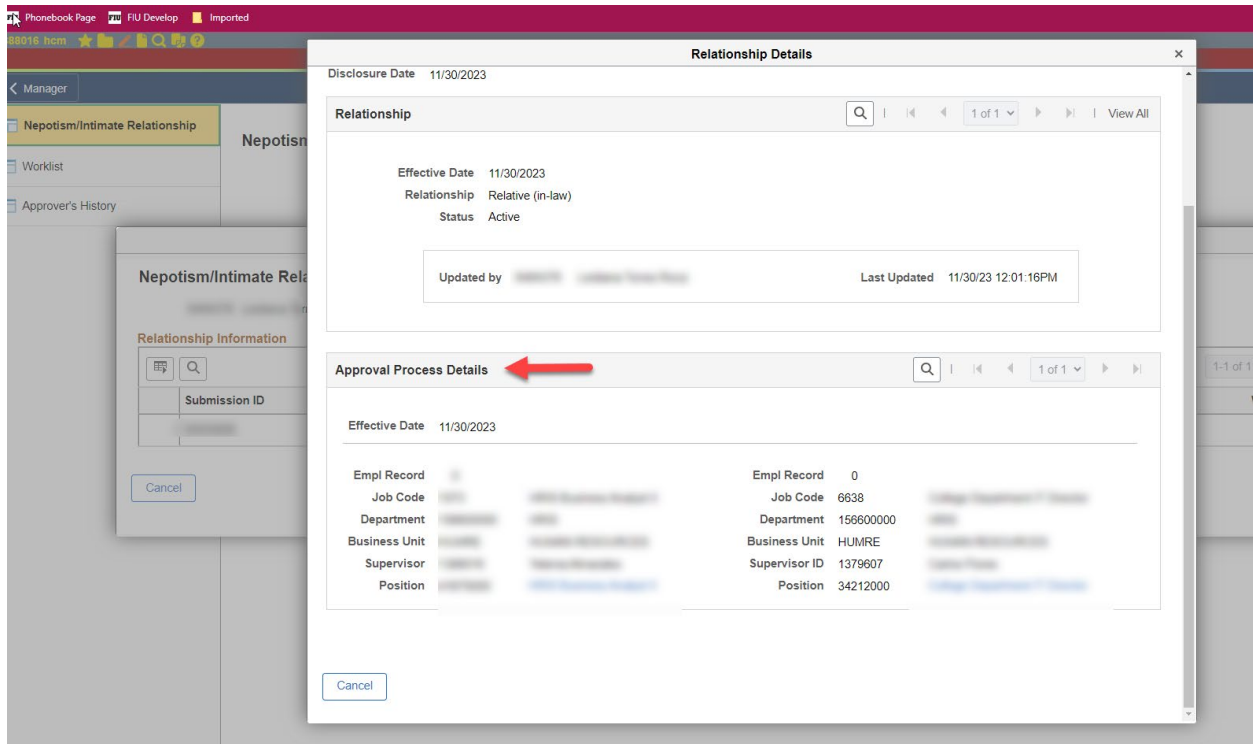**Step 3**: Verify the relationship disclosed on your behalf.

You may review details via the Relationship tab. Relationship - Disclosure date of when related individual disclosed relationship.
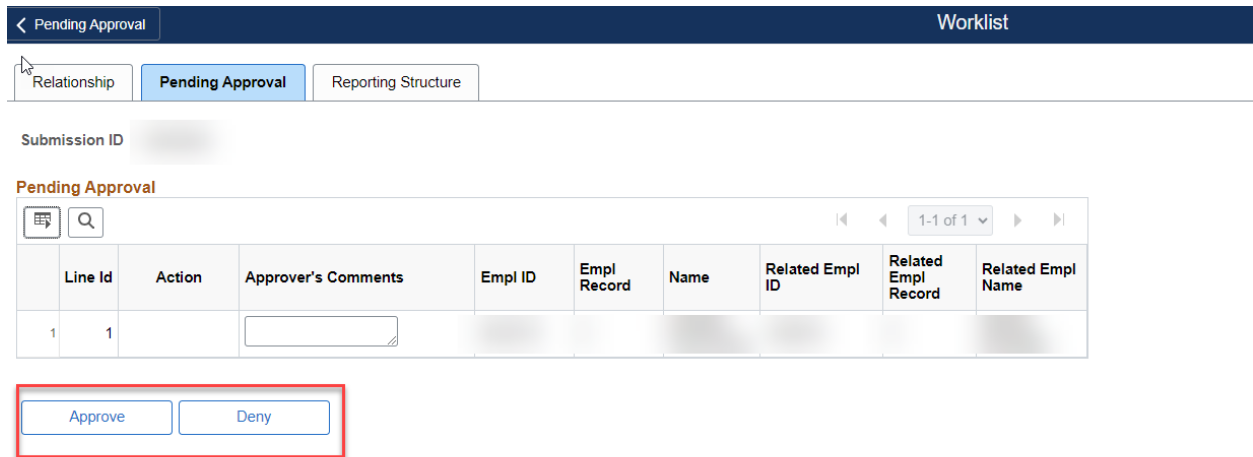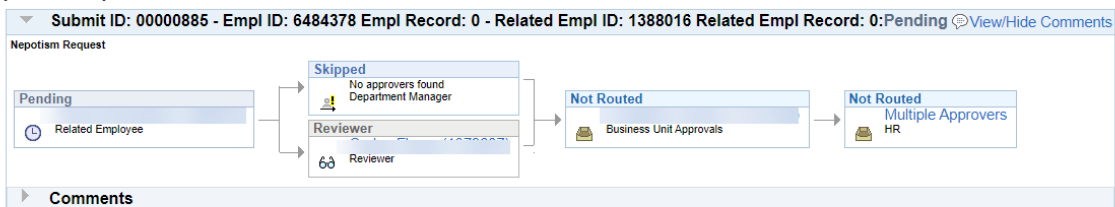
Approval Process Details - Review the working titles, departments, and respective supervisors.

Step 4: Select **Approve** or **Deny** (enter comments, if applicable).

NOTE: You may view the status of disclosure at any time via the Approval Status tab. Here the workflow will show approvals in green or pending approvals in blue.

Nepotism Toolkit - Section 2 Instructions for Related Employee

Relationship | **Pending Approval** | Reporting Structure

Submission ID

Pending Approval

	Line Id	Action	Approver's Comments	Empl ID	Empl Record	Name	Related Empl ID	Related Empl Record	Related Empl Name
1	1								

Approve	Deny

Nepotism Request

Submit ID: 00000885 - Empl ID: 6484378 Empl Record: 0 - Related Empl ID: 1388016 Related Empl Record: 0:Pending ☺View/Hide Comments

Nepotism Request

Pending
🕐 Related Employee

Skipped
No approvers found
Department Manager

Reviewer
6ə Reviewer

Not Routed
Business Unit Approvals

Not Routed
Multiple Approvers
HR

▸ **Comments**

No further action is required. A notification will be sent to Department Managers and Business Unit Heads for their review and approval. You will receive a notification from the Office of Employee and Labor Relations once the disclosure is finalized. It is your responsibility to keep this information up to date.