#### Nepotism Toolkit - Section 4

## Instructions for Department Manager/Approver

**Step 1**: Log into **myhr.fiu.edu** and within the **Manager Menu** 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.

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		Review Transactions	Team Time	Company Directory	Nepotism/Intimate Relationship	ePAF Personnel Action Form	Outside Activity Form

Step 2: Select Nepotism Disclosure(s) routed for your review.

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Step 3: Review details via the Relationship tab.

**Relationship** – Disclosure date of when related individual disclosed relationship.

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Approval Process Details – Review the working titles, departments and respective supervisors.

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Step 4: Select the Approval Status tab and click the Questions icon.

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**Step 5**: Review each question carefully and provide detailed responses where appropriate.

	Nenotism Questions	
epotism Questions		
Questions		
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	luence over the other's terms and conditions of e	mployment (i.e. assignments, evaluations, compensation,
Will either employee have direct or indirect authority or inf		

"Yes" responses will require an explanation via the comment box.

	Nenotism Questions
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Questions	Q      4   4   1 of 5 v    -  +
Will this relationship result in subordinate/supervisor reporting c	or line of authority structure?
Comment	
Will the employees work in the same office location?	
Comment	

Click **OK** after responding to all questions.

Comment
Will either employee have financial authority or be responsible for processing financial transactions?
Comment
OK Cancel

Step 6: Select Approve or Deny (enter comments, if applicable).

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# Step 7: Submit

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Relationship | Pending Approval | Reporting Structure

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

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No further action is required. A notification will be sent to Business Unit Heads for their review and approval. Employees, Supervisors/Reviewers, Department Managers and Business Unit Heads will receive a notification from the Office of Employee and Labor Relations once the disclosure is finalized.

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