Nepotism Toolkit – Section 1

Nepotism Annual Certification



Step 1: Log into myhr.fiu.edu and select Employee Menu and the Employee Resources Tile.

Select Employee Screen



Step 2: Select Nepotism/Intimate Relationship Form.

88016 hcm 🤺	/ 🖿 / 🗎 Q. 💀 🕐						
			Environment: PSHRSTG refreshed	on WED, NOV. 29, 2023 Hide			
FIU						Â	
Mana	iger ▼					< 1	
Manager							
Employee	Announce	ements	Recruiting Activities	Manager Forms	Employee Snapshot	Pending Approvals	
HRIS	RIS tible Spending Accounts (FSA) Contribution nges for Plan Year 2024						
Dependency N	/laps						
Workforce Adr	ninistrator 1 Ur	nread				1	
	My Team	View Total Rewards	Learning & Development	ePRF Position Request Forms	Manage Access Request	Position Description	
2							
			2				
	Review Transactions	Team Time	Company Directory	Nepotism/Intimate Relationship	ePAF Personnel Action Form	Outside Activity Form	
	<u>k</u> =		2=			CONFLICT	
	[*=]				=	INTEREST	

Step 3: Review the Nepotism Policy. Confirm either the disclosure(s) is complete, accurate and up to date, or you have no relationship(s) to disclose and click **Certify**. You have now completed the required **Nepotism Annual Certification**. No further action required.

77	Q							H	< 1-1 of
	Submission Id	Disclosure Date	Empl ID	Name of Related Person	Relationship	Status	Last Update By	Last Update	Workflo
1	00000001	11/06/2019			SiblingHalf Sibling/Step Sibling	Active	0056865	11/06/2019	
				N	Nepotism Annual Certification		Click Certify under the Nepotism Annual Certification to attest.		