Nepotism Toolkit - Section 3

Instructions for Supervisor (Reviewer Role)

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.



Step 2: Select Nepotism Disclosure(s) routed for your review. As the Supervisor/Reviewer, you will only have access to review the Nepotism Worklist and associated details.

		Environment: PSHRSTG refreshed on WED, NOV. 29, 2023 Hide	
Employee		Pending Approvals	^ ∨ ≡
View By Type 🗸	All		
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Nepotism Disclosure	Payable Time		Routed >
Payable Time 1	Nepotism Disclosure		Routed >
			11/30/2023

You may review details via the Relationship tab.

Relationship – Disclosure date of when related individual disclosed relationship.

			Relation	onship Details
(Manager			Relationship Approval Status Reporting Structure	
Nepotism/Intimat	e Relationship	Nenotisn		
Worklist		Repotion		
Approver's History				
			Disclosure Date 11/30/2023	
	Nepotism/	Intimate Rela	Relationship	Q 4 4 1 of 1 ~ > > View All
		n	Effective Bate - Management	
	Relationship	Information	Relationship Relative (in-law)	
	Subm	ission ID	Status Active	
	1		Undated by	Last Undated 11/30/23 12:01:16PM
	Cancel			
			Approval Process Details	Q 4 4 1 of 1 v 4

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

K My Approvals					Worklist	
Relationship				Q	I of 1 v I Vie	ew All
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Approval Proce	ss Details				Q I I 10f1 V	
Effective Date	11/30/2023					
Empl Record	0		Empl Record	0		
Job Code	1073		Job Code	6638		
Department	156600000		Department	156600000		
Business Unit	HUMRE		Business Unit	HUMRE		
Supervisor	1388016		Supervisor ID	1379607		
Position	41675000		Position	34212000		

Return to Search

Previous in List Next in List

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.

My Approvals	Worklist							
Relationship	Pending A	Reporting Structur	re					
ubmission ID								
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Line Id	Action	Approver's Comments	Empl ID	Empl Record	Name	Related Empl ID	Related Empl Record	Related Empl Name
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Approve epotism Rei	quest it ID: 000008	Deny 85 - Empl ID: 6484378 Empl F	Record: 0 - Rela	ated Empl II	D: 1388016	Related Empl Reco	ord: 0:Pend	ing OView/Hide Comm
Nepotism Reques	st	Skipped	s found	_				
Pending Related L	Employee	No approver Department 1 Reviewer 6ð keviewer	Manager)		outed Jusiness Unit App	rovals	Not Routed Multip HR	ole Approvers

Reminder: If an issue/conflict is identified with the disclosed relationship, <u>you have a responsibility to</u> <u>immediately escalate to the pending approvers</u> (department managers and business unit heads).

If no issue/conflict is identified, no further action is required. A notification will be sent to each respective Department Manager and Business Unit Head 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 review has been completed and the disclosure is finalized.