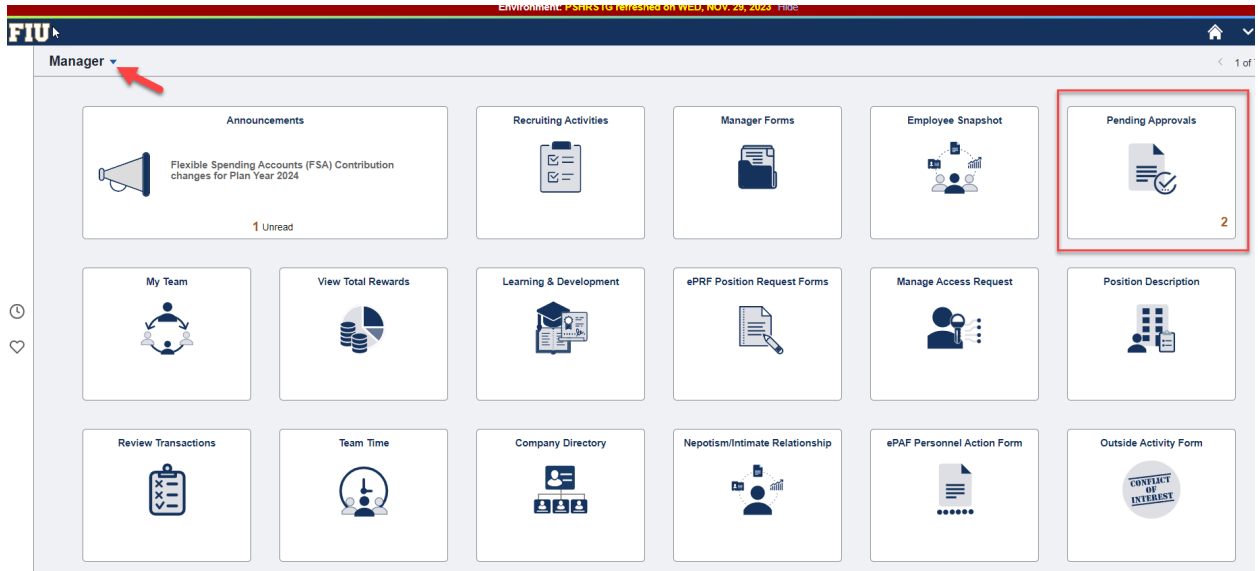# Nepotism Toolkit - Section 3
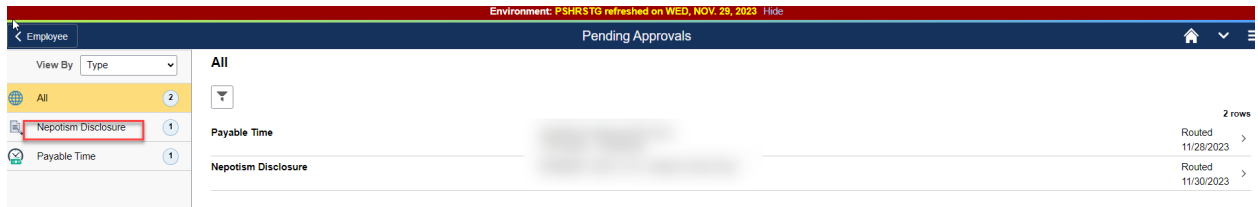
Instructions for Supervisor (Reviewer Role)

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.
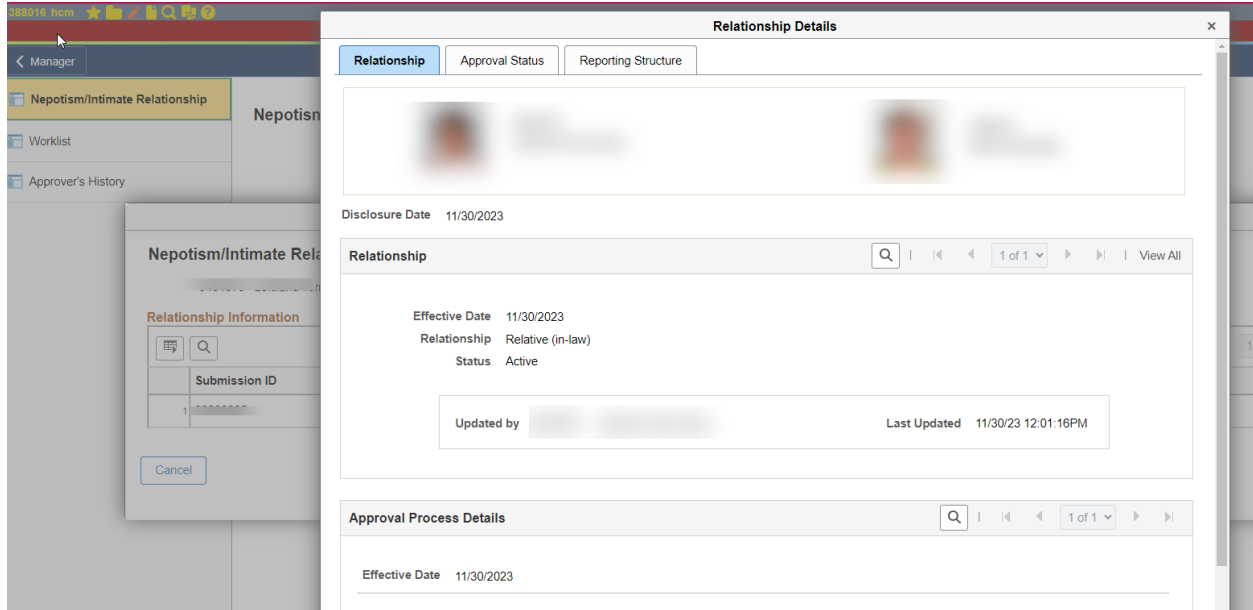

Step 2: Select Nepotism Disclosure(s) routed for your review. As the Supervisor/Reviewer, you will only have access to review the Nepotism Worklist and associated details.
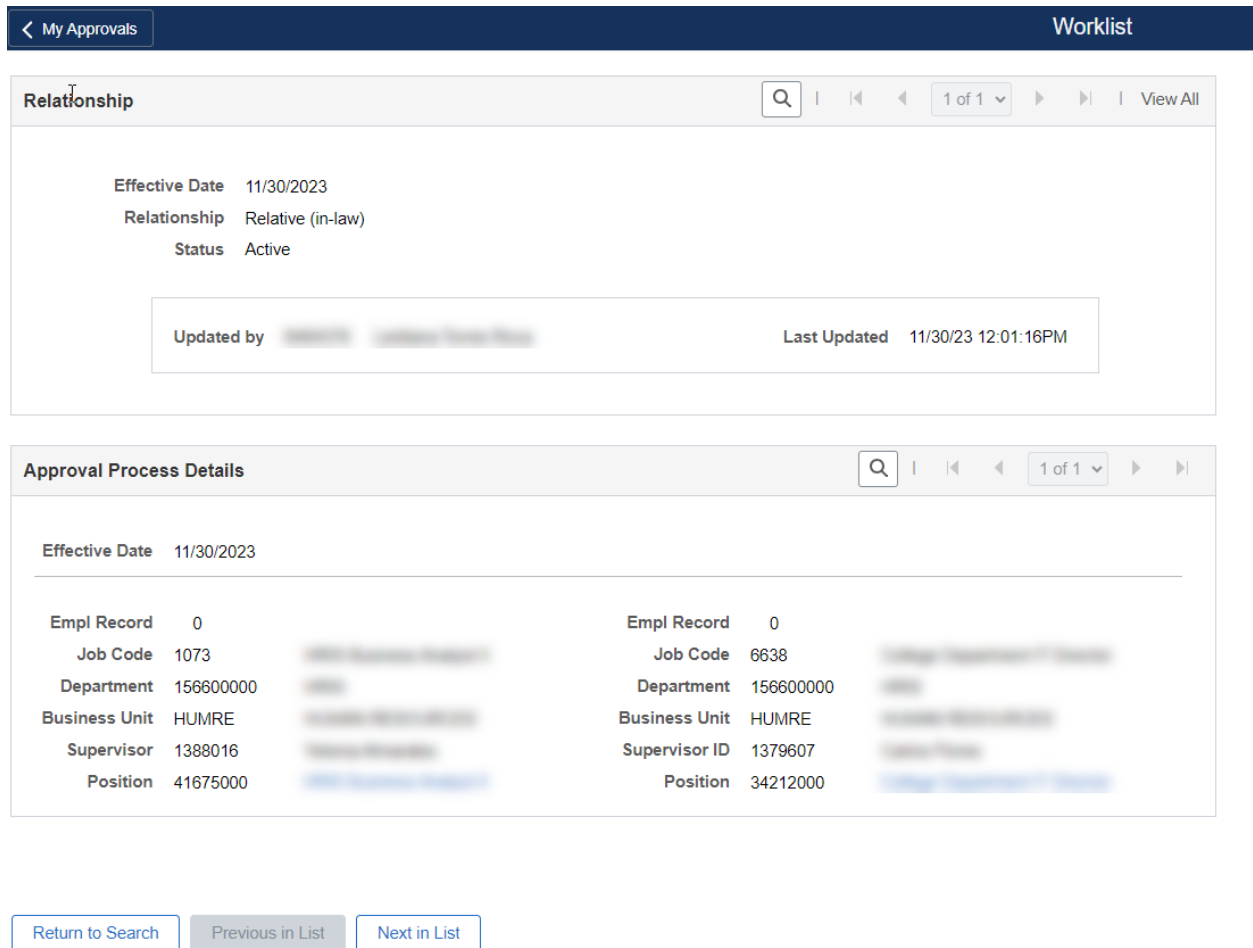

You may review details via the Relationship tab.

Relationship – Disclosure date of when related individual disclosed relationship.

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

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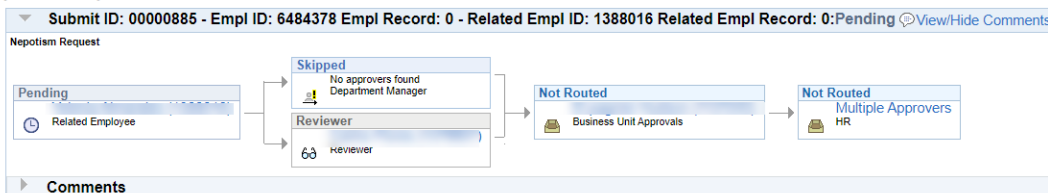
Reminder: **If an issue/conflict is identified with the disclosed relationship, <u>you have a responsibility to immediately escalate to the pending approvers</u> (department managers and business unit heads).**

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.