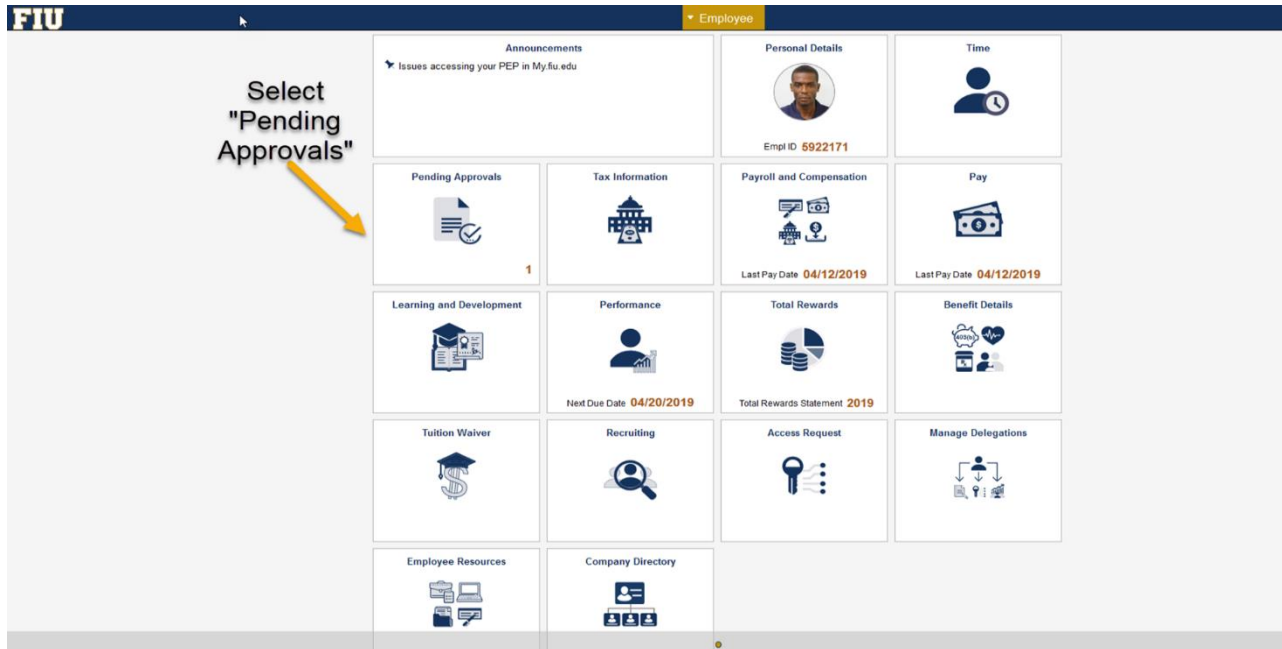


## Nepotism Toolkit - Section 2

### 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 in gold to Employee.



## Nepotism Toolkit - Section 2

### Instructions for Related Employee

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

< Employee
Pending Approvals

View By

Type

All 2

FIU Nepotism 2

2 rows

<input type="checkbox"/>			
<input type="checkbox"/> FIU Nepotism	00000031 / 2019-11-13		Routed 11/13/2019 >
<input type="checkbox"/> FIU Nepotism	00000041 / 2019-11-13		Routed 11/14/2019 >

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

**My Approvals** **Nepotism Worklist**

Relationship | Approval Details | Approval Status | **Pending Approval**

Submission ID: 00000003 Effective Date: 11/06/2019

**Pending Approval**

1-1 of 1

Action	Empl ID	Empl Record	Name	Position/Job Title	Department	Business Unit	Related Empl ID	Related Empl Record	Name	Position/Job Title	Department	Business Unit	Approver's Comments
1													

Approve Deny

Return to Search Previous in List Next in List

Relationship | Approval Details | Approval Status | Pending Approval

You may review details via the Relationship tab and the Approval Details tab.

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

**Nepotism Disclosure Form**


2525105 Emmanuele Archange Bowles

It is the policy of Florida International University not to discriminate with its employment experience and qualifications for the position. Relationship to another individual person (line of authority is defined as authority extending vertically through one relationship to another employee has the potential for creating adverse impact on "nepotism" is defined as individuals related by blood, marriage, adoption or stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-siblings having the same legal residence as the public employee, Florida Statute Section 9.01.


For more information, please refer to the Nepotism Policy via the university's Policy Manual.

### Nepotism Relationship Details

Relationship
Approval Details
Approval Status
Pending Approval



2525105  
 Emmanuele Archange Bowles



5922171  
 Alcane Archange

Disclosure Date 10/15/2019

Submission Id	Disclosure Date	Empl ID
1 00000045	08/14/2019	1062015
2 00000068	10/04/2019	0108819
3 00000097	10/15/2019	5922171

Add Relationship

**Relationship**

Effective Date 10/15/2019  
 Relationship Relative (n-law)  
 Status Active

Updated by 2525105 Emmanuele Archange Bowles  
 Last Updated 10/15/19 10:03:30AM

Cancel

## Nepotism Toolkit - Section 2

### Instructions for Related Employee

**Approval Details** - Review the working titles, departments and respective supervisors.

The screenshot shows the 'Nepotism Disclosure Form' with the 'Approval Details' tab selected. The form displays the relationship between two employees: Emmanuele Archange Bowles (2525105) and Alcene Archange (5922171). The 'Approval Process Details' section shows the effective date as 10/15/2019. Below this, there are two columns of employee records. The first column, 'Empl Record 0', lists details for Emmanuele Archange Bowles: Job Code 1085, Assistant Director Recruitment, Department 156002000, Talent Acquisition Management, Business Unit HUMRE, HUMAN RESOURCES, Supervisor 1184657, Gail Hansen, and Position 35466000, Asst Director, Recruitment. The second column, 'Empl Record 1', lists details for Alcene Archange: Job Code 6510, Event Support Worker I, Department 153100000, Wolfe University Center, Business Unit STDAP, STUDENT AFFAIRS, Supervisor 1513929, Jeffrey Joseph, and Position 70027505, Event Support Worker I. The form also includes a 'Cancel' button at the bottom.

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

The screenshot shows the 'Nepotism Worklist' with the 'Pending Approval' tab selected. The form displays a table of pending approvals. The first row shows a submission with ID 00000003, effective date 11/06/2019, and a status of 'Pending Approval'. The table has columns for Action, Empl, Empl Record, Name, Position/Job Title, Department, Business Unit, Related Empl ID, Related Empl Record, Name, Position/Job Title, Department, Business Unit, and Approver's Comments. Below the table, there are 'Approve' and 'Deny' buttons. An arrow points to the 'Approve' button with the text 'Approve or Deny'. Another arrow points to the 'Approver's Comments' column with the text 'Optional: Enter Comments'. At the bottom, there are buttons for 'Return to Search', 'Previous in List', and 'Next in List', and a breadcrumb trail: Relationship | Approval Details | Approval Status | Pending Approval.

Nepotism Toolkit - Section 2  
Instructions for Related Employee


**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.

Relationship


Approval Details

Approval Status

Pending Approval



2525105  
Emmanuele Archange Bowles



5922171  
Alcene Archange

\*Effective Date 10/15/19

Nepotism Request

Submit ID: 00000097 - Empl ID: 5922171 Empl Record: 0 - Related Empl ID: 2525105 Related Empl Record: 0:Pending

Pending

Alcene Archange (5922171)  
Related Employee

Not Routed

Scott Jones (4958985)  
Department Manager

Not Routed

Gail Hansen (1184657)  
Department Manager

Reviewer

Jeffrey Joseph (1513929)  
60  
Reviewer

Not Routed

Elizabeth Bejar (1348547)  
Business Unit Approvals

Not Routed

El pagnier Hudson (1137243)  
Business Unit Approvals

Not Routed

Multiple Approvers  
HR

Submit ID: 00000097 - Empl ID: 5922171 Empl Record: 0 - Related Empl ID: 2525105 Related Empl Record: 1:Pending

Pending

Alcene Archange (5922171)  
Related Employee

Not Routed

Scott Jones (4958985)  
Department Manager

Not Routed

Juan Sanchez (1315548)  
Department Manager

Reviewer

Jeffrey Joseph (1513929)  
60  
Reviewer

Not Routed

Elizabeth Bejar (1348547)  
Business Unit Approvals

Not Routed

Sara Tippit (1373988)  
Business Unit Approvals

Not Routed

Multiple Approvers  
HR

Cancel

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.