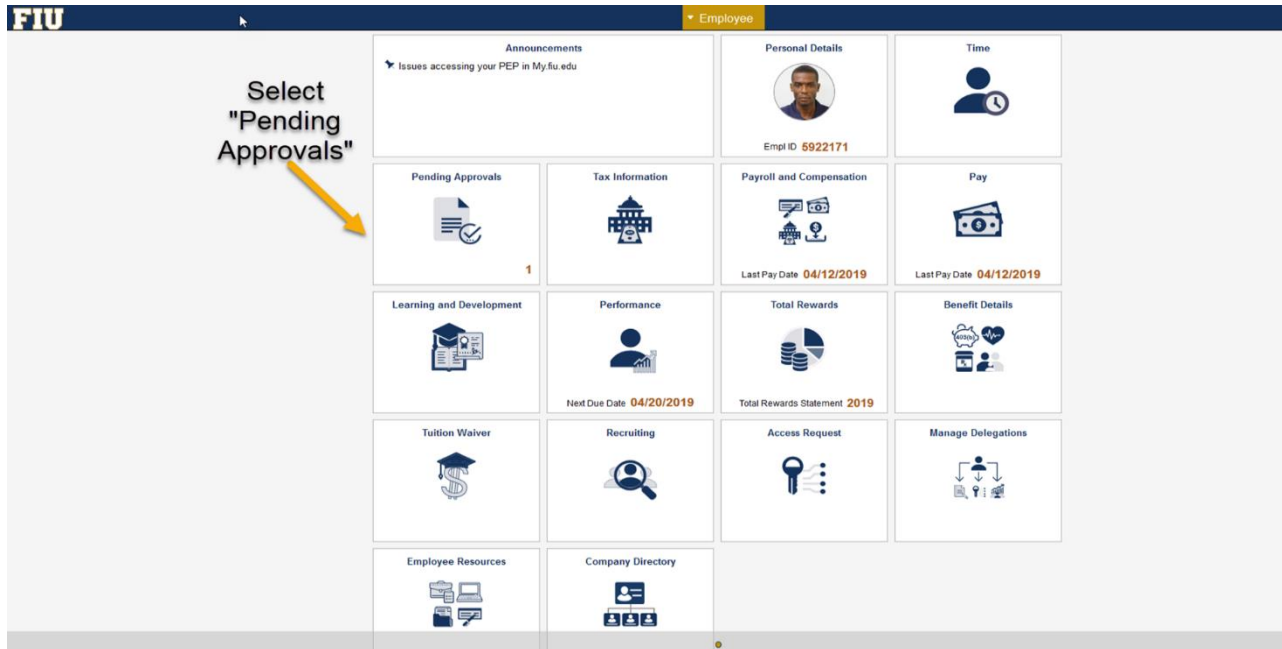# Nepotism Toolkit - Section 2

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.

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

Step 3: Verify the relationship disclosed on your behalf.

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

Relationship - Disclosure date of when related individual disclosed relationship.

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

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

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.

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.