

Nepotism Toolkit - Section 4

Instructions for Department Manager/Approver

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.



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Step 3: Review details via the Relationship tab and the Approval Details tab.

Relationship – Disclosure date of when related individual disclosed relationship.

The screenshot displays the 'Nepotism Disclosure Form' interface. On the left, a sidebar shows the user '2525105 Emmanuele Archange Bowles' and a table of relationship submissions. The main area shows the 'Nepotism Relationship Details' modal with the 'Relationship' tab selected. It displays the relationship between Emmanuele Archange Bowles (2525105) and Alcene Archange (5922171), with a disclosure date of 10/15/2019. The relationship is categorized as 'Relative (in-law)' and 'Active'.

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

Nepotism Relationship Details

Relationship | Approval Details | Approval Status | Pending Approval

2525105 Emmanuele Archange Bowles | 5922171 Alcene Archange

Disclosure Date 10/15/2019

Relationship

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

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

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

The screenshot displays the 'Nepotism Disclosure Form' interface with the 'Approval Details' tab selected in the modal. It shows the approval process for the relationship between Emmanuele Archange Bowles (2525105) and Alcene Archange (5922171), effective 10/15/2019. It lists three employees involved in the approval process with their respective job codes, departments, business units, supervisors, and positions.

Submission Id	Disclosure Date	Empl
1 00000045	08/14/2019	10620
2 00000068	10/04/2019	01088
3 00000097	10/15/2019	59221

Nepotism Relationship Details

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

2525105 Emmanuele Archange Bowles | 5922171 Alcene Archange

Approval Process Details

Effective Date 10/15/2019

Empl Record 0	Empl Record 0
Job Code 1085 Assistant Director Recruitment	Job Code 6510 Event Support Worker I
Department 156002000 Talent Acquisition Management	Department 153100000 Wolfe University Center
Business Unit HUMRE HUMAN RESOURCES	Business Unit STDAF STUDENT AFFAIRS
Supervisor 1184657 Gail Hansen	Supervisor 1513929 Jeffrey Joseph
Position 35466000 Asst Director, Recruitment	Position 70027505 Event Support Worker I

Empl Record 1
Job Code 9005 LECTURER
Department 235001000 COB Dept of Global Leader Mgmt
Business Unit AACBA COLLEGE OF BUSINESS
Supervisor 1315548 Juan Sanchez
Position

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Step 4: Select the **Pending Approval** tab and click the **Questions** icon.

The screenshot shows the 'Pending Approval' tab selected in the top navigation bar. Below the tabs, the 'Questions' link is highlighted with a yellow box and an orange arrow pointing to it. A text overlay reads: 'Select the Questions link and answer the required information'. Below the table, a yellow banner states: '*Please complete the required additional information by selecting the Questions link above before Approve/Deny.' The 'Submit' button is visible below the banner. At the bottom, there are navigation links: 'Return to Search', 'Previous in List', and 'Next in List'.

Action	Questions	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														

Step 5: Review each question carefully and provide detailed responses where appropriate.

The screenshot shows the 'Nepotism Questions' form. The first question is: 'Will this relationship result in subordinate/supervisor reporting or line of authority structure?'. The answer 'No' is selected in the dropdown menu, highlighted with a yellow box and an orange arrow. A text overlay reads: 'Answer all questions.' Below the question is a 'Comment' field. The second question is: 'Will the employees work in the same office location?'. The answer is not yet selected. Below the question is a 'Comment' field.

Nepotism Questions

Questions 1 of 5

Will this relationship result in subordinate/supervisor reporting or line of authority structure?

No

Comment

Will the employees work in the same office location?

Comment

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“Yes” responses will require an explanation via the comment box.

Nepotism Questions

Will the employees work in the same office location?

Yes

If "Yes", provide additional information.

Comment

Yes, both employees work within the same office but different business unit.

Will either employee have direct or indirect authority or influence over the other's terms and conditions of employment (i.e. assignments, evaluations, compensation, promotions, leave, disciplinary actions and terminations)?

Comment

Click **OK** after responding to all questions.

Nepotism Questions

Will either employee be responsible for processing human resources related transactions?

No

Comment

Will either employee have financial authority or be responsible for processing financial transactions?

No

Comment

Once done, click "OK"

OK Cancel

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Step 6: Select **Approve or **Deny** (enter comments, if applicable).**

Relationship | Approval Details | Approval Status | **Pending Approval** | Reporting Structure

Submission Id 00000003 Effective Date 11/08/2019

Pending Approval

1-1 of 1

Action	Questions	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														

*Please complete the required additional information by selecting the Questions link above before Approve/Deny.

Submit

Return to Search | Previous in List | Next in List

Relationship | Approval Details | Approval Status | Pending Approval | Reporting Structure

Step 7: Submit

< My Approvals Nepotism Worklist

Relationship | Approval Details | Approval Status | **Pending Approval** | Reporting Structure

Submission Id 00000086 Disclosure Date 10/11/2019

Pending Approval

Action	Questions	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													

*Please complete the required additional information by selecting the Questions link above before Approve/Deny.

Submit

Return to Search | Previous in List | Next in List

relationship | Approval Details | Approval Status | Pending Approval | Reporting Structure

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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.

Relationship

Approval Details

Approval Status

Pending Approval

2525105

Emmanuele Archange Bowles

5922171

Alcene Archange

*Effective Date

10/15/19

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)

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)

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 Business Unit Heads 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 disclosure is finalized.

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