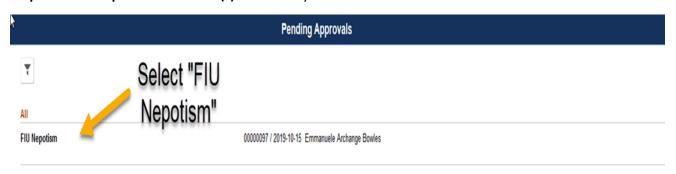# Nepotism Toolkit - Section 4

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.
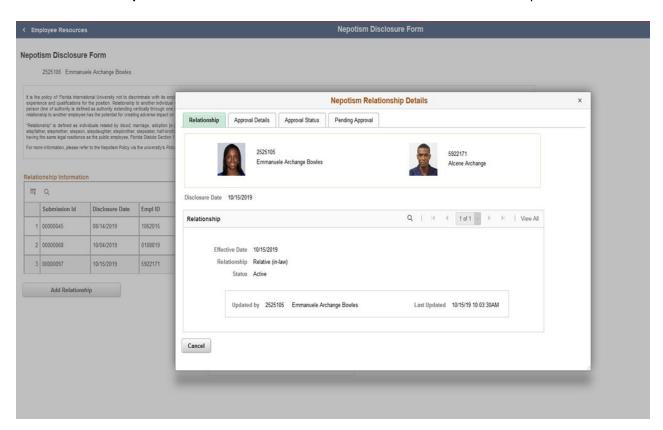

Step 2: Select **Nepotism Disclosure(s)** routed for your review.
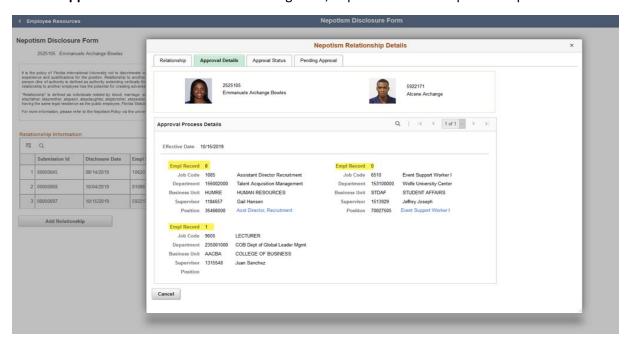
Step 3: Review details via the Relationship tab and the Approval Details tab.

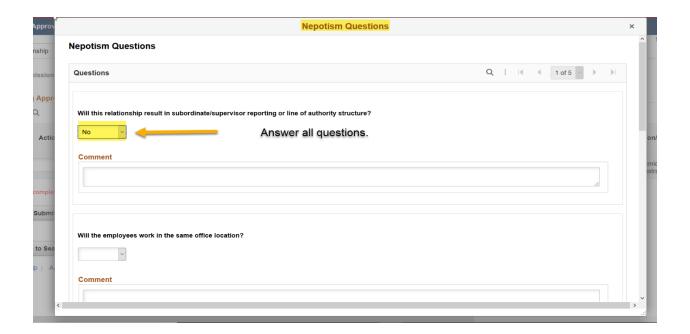**Relationship** – Disclosure date of when related individual disclosed relationship.

Approval Details – Review the working titles, departments and respective supervisors.
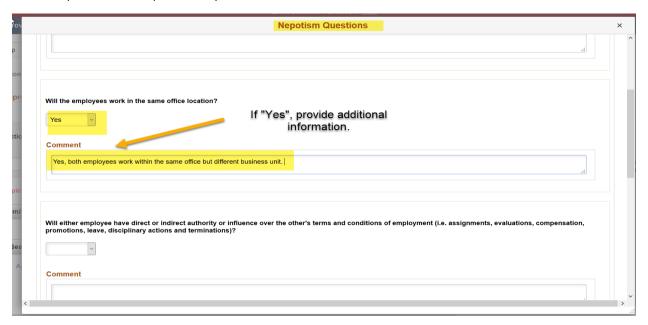
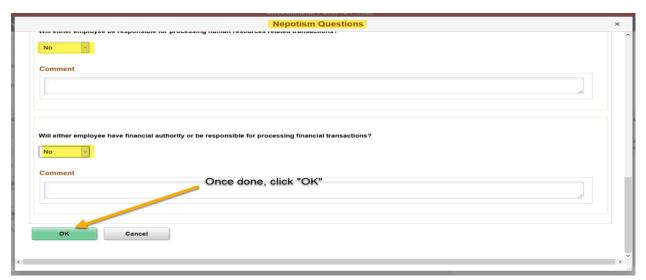**Step 4:** Select the **Pending Approval** tab and click the **Questions** icon.

Step 5: Review each question carefully and provide detailed responses where appropriate.
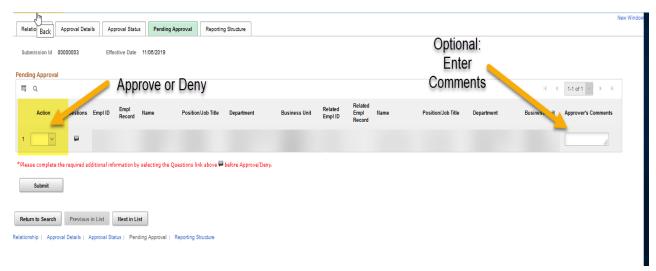
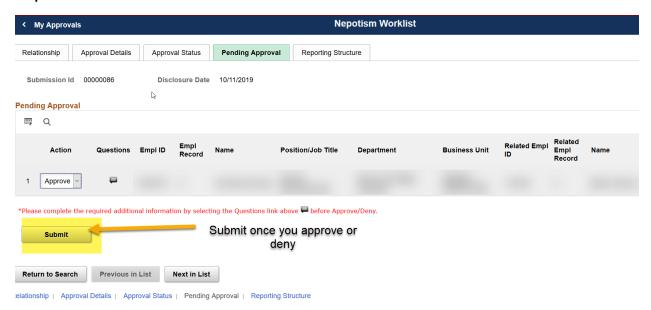"**Yes**" responses will require an explanation via the comment box.

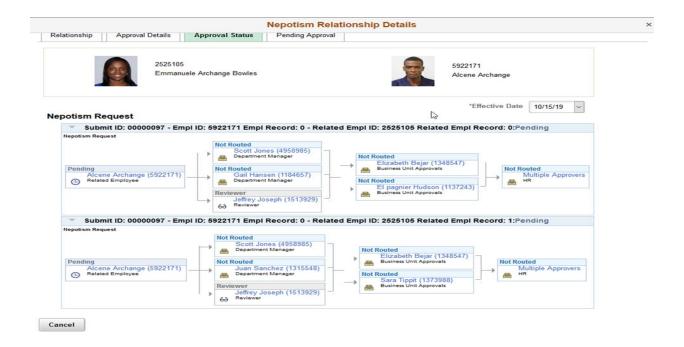Click **OK** after responding to all questions.

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

Step 7: Submit

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.

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.