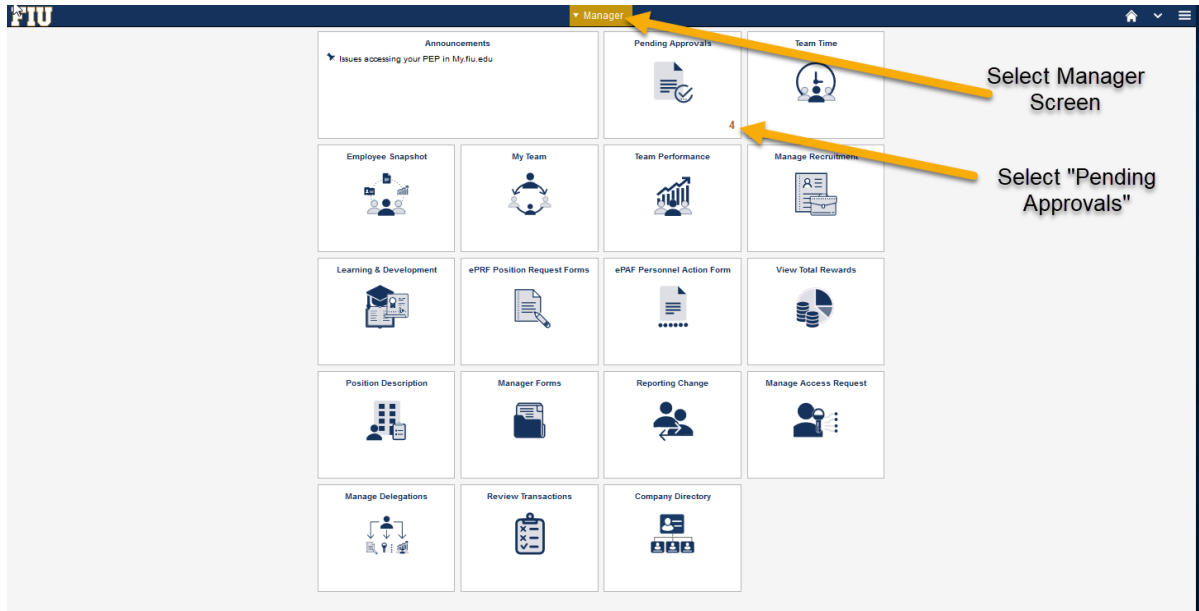# Nepotism Toolkit -Section 5

Instructions for Business Unit Head

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 on **Question History** link to review the relevant information completed by the Department Managers to assist you in making an informed decision.

Step 5: Click **OK**

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 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.