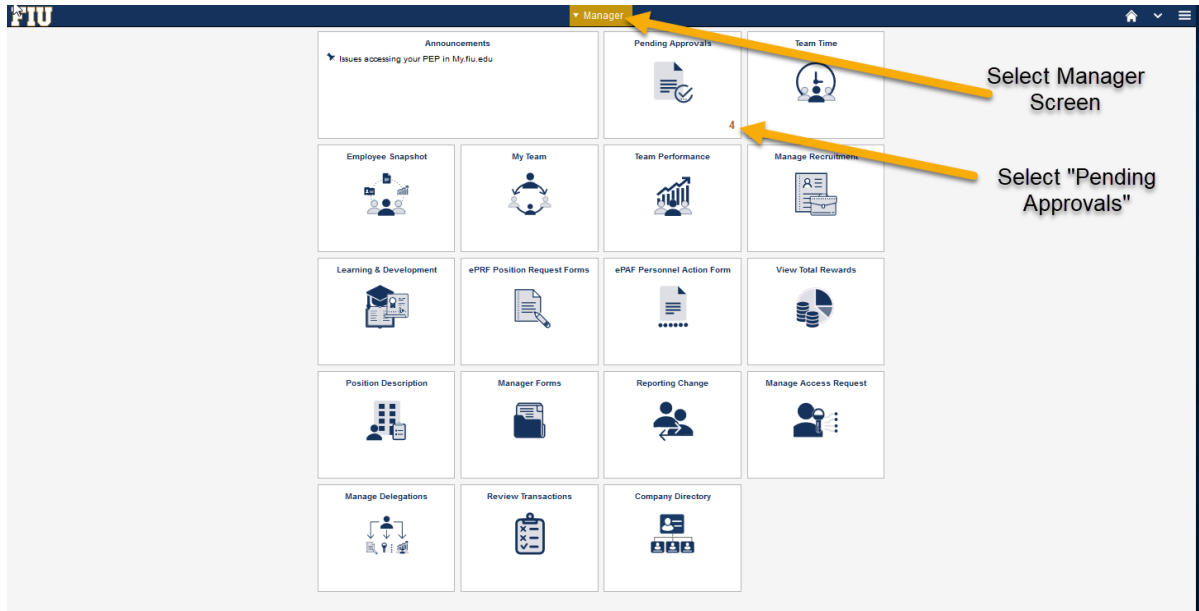


Nepotism Toolkit -Section 5

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.



Nepotism Toolkit – Section 5

Instructions for Business Unit Head

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), effective 10/15/2019, with a relative (in-law) relationship status. The modal also shows the 'Approval Details' tab, which is currently inactive.

Relationship Information Table:

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 Tab):

- 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, specifically the 'Approval Details' tab of the 'Nepotism Relationship Details' modal. It shows the approval process for the relationship between Emmanuele Archange Bowles (2525105) and Alcene Archange (5922171), effective 10/15/2019. The modal lists the job codes, departments, business units, supervisors, and positions for both individuals.

Approval Process Details:

Empl Record	Job Code	Department	Business Unit	Supervisor	Position
0	1085	Assistant Director Recruitment	HUMAN RESOURCES	Gail Hansen	Asst Director, Recruitment
0	6510	Event Support Worker I	STDAF	Jeffrey Joseph	Event Support Worker I
1	9005	LECTURER	COLLEGE OF BUSINESS	Juan Sanchez	LECTURER

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.

The screenshot shows the 'Nepotism Worklist' interface. At the top, there's a navigation bar with 'My Approvals' and 'Nepotism Worklist'. Below it, a tabbed interface shows 'Relationship', 'Approval Details', 'Approval Status', 'Pending Approval' (selected), and 'Reporting Structure'. Under the 'Pending Approval' tab, there's a submission ID '00000028' and a disclosure date '04/30/2019'. A table lists pending approvals. The first row is highlighted, and the 'Question History' link in the 'Action' column is highlighted with a yellow box and an arrow pointing to it. A text box above the arrow says 'Click on Question History link and review responses.' Below the table, there's a 'Submit' button and a row of buttons: 'Return to Search', 'Previous in List', and 'Next in List'. At the bottom, there's a breadcrumb trail: 'Relationship | Approval Details | Approval Status | Pending Approval | Reporting Structure'.

Action	Question History	Empl ID	Empl Record	Name	Position/Job Title	Department	Business Unit	Related Empl ID	Related Empl Record	Name	Position/Job Title
1	Question History										

The screenshot shows the 'Nepotism Questions' interface. At the top, there's a 'Question History' tab. Below it, a table lists questions and responses. The first question is 'Will this relationship result in subordinate/supervisor reporting or line of authority structure?'. The response is 'No'. The second question is 'Will the employees work in the same office location?'. The response is 'No'. The third question is '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)?'. The response is 'No'. A text box above the first question says 'Review Responses' with an arrow pointing to the 'No' response. At the bottom, there's a 'Step 3.00 Department Managers' indicator.

Questions	Review Responses
Will this relationship result in subordinate/supervisor reporting or line of authority structure?	No
Will the employees work in the same office location?	No
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)?	No

Nepotism Toolkit – Section 5

Instructions for Business Unit Head

Step 5: Click OK

Question History

Yes

User ID [redacted] Step 3.00 Department Managers

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

Comment

no

Click "OK" to submit

User ID [redacted] Step 3.00 Department Managers

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

Yes

User ID [redacted] Step 3.00 Department Managers

OK **Cancel**

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

Pending Approval

Submission ID 00000003 Effective Date 11/06/2019

Approve or Deny

Optional: Enter Comments

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

*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

Nepotism Toolkit – Section 5
Instructions for Business Unit Head

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

1	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Approve</div>									
---	---	--	--	--	--	--	--	--	--	--

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

Submit

→

Submit once you approve or deny

Return to Search
Previous in List
Next in List

[relationship](#) | [Approval Details](#) | [Approval Status](#) | [Pending Approval](#) | [Reporting Structure](#)

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
Nepotism Relationship Details

Relationship
Approval Details
Approval Status
Pending Approval

2525105
Emmanuele Archange Bowles

5922171
Alicene 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

Nepotism Request

Pending

Alicene 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

Nepotism Request

Pending

Alicene 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 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.