

Nepotism Toolkit - Section 3

Instructions for Supervisor (Reviewer Role)

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.

As the **Supervisor/Reviewer**, you will only have access to review the **Nepotism Worklist** and associated details.



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

Nepotism Toolkit – Section 3

Instructions for Supervisor (Reviewer Role)

Relationship – Disclosure date of when related individual disclosed relationship.

< Employee Resources

Neptism Disclosure Form

2525105 Emmanuele Archange Bowles

It is the policy of Florida International University not to discriminate with its employment experience and qualifications for the position. Relationship to another individual person (line of authority) is defined as authority extending vertically through one relationship to another employee has the potential for creating adverse impact on the organization.

"Relationship" is defined as individuals related by blood, marriage, adoption (step-father, step-mother), adoption, stepdaughter, stepbrother, step-sister, half-siblings having the same legal residence as the public employee, Florida Statute Section 9.01(1).

For more information, please refer to the Neptism Policy via the university's Policy Manual.

Relationship Information

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

Add Relationship

Neptism 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

Cancel

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

Nepotism Disclosure Form

2525105 Emmanuelle Archange Bowles

I am the policy of Florida International University not to discriminate on the basis of race, color, sex, age, religion, national origin, disability or marital status. Relationship to another person (line of authority) is defined as authority extending vertically from the reporting employee to another employee who has the potential for creating adverse relationship.

"Relationship" is defined as individuals related by blood, marriage, or adoption; stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister; having the same legal residence as the public employee, Florida Statute § 119.01(1)(c).

For more information, please refer to the Nepotism Policy via the university website.

Relationship Information

Submission Id	Disclosure Date	Empl
1 00000045	06/14/2019	10620
2 00000068	10/04/2019	01088
3 00000097	10/15/2019	59221

Add Relationship

Relationship

Approval Details

Approval Status

Pending Approval

2525105
Emmanuelle Archange Bowles

5922171
Alcine Archange

Approval Process Details

Effective Date 10/15/2019

Empl Record 0

Job Code 1085 Assistant Director Recruitment
Department 156002000 Talent Acquisition Management
Business Unit HUMRE HUMAN RESOURCES
Supervisor 1184657 Gail Hansen
Position 35486000 Asst Director, Recruitment

Empl Record 0

Job Code 6510 Event Support Worker I
Department 153100000 Wolfe University Center
Business Unit STDAD STUDENT AFFAIRS
Supervisor 1513929 Jeffrey Joseph
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


Cancel

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Instructions for Supervisor (Reviewer Role)


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.

Nepotism Relationship Details ×

Relationship	Approval Details	Approval Status	Pending Approval
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2525105
Emmanuele Archange Bowles



5922171
Alcene 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




Not Routed




Not Routed



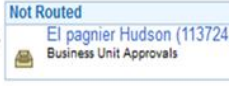
Reviewer




Not Routed



Not Routed




Not Routed




Submit ID: 00000097 - Empl ID: 5922171 Empl Record: 0 - Related Empl ID: 2525105 Related Empl Record: 1:Pending

Nepotism Request


Pending




Not Routed




Not Routed




Reviewer




Not Routed



Not Routed



Not Routed



Cancel

Reminder: If an issue/conflict is identified with the disclosed relationship, you have a responsibility to immediately escalate to the pending approvers (department managers and business unit heads).

If no issue/conflict is identified, no further action is required. A notification will be sent to each respective Department Manager and Business Unit Head 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 review has been completed and the disclosure is finalized.