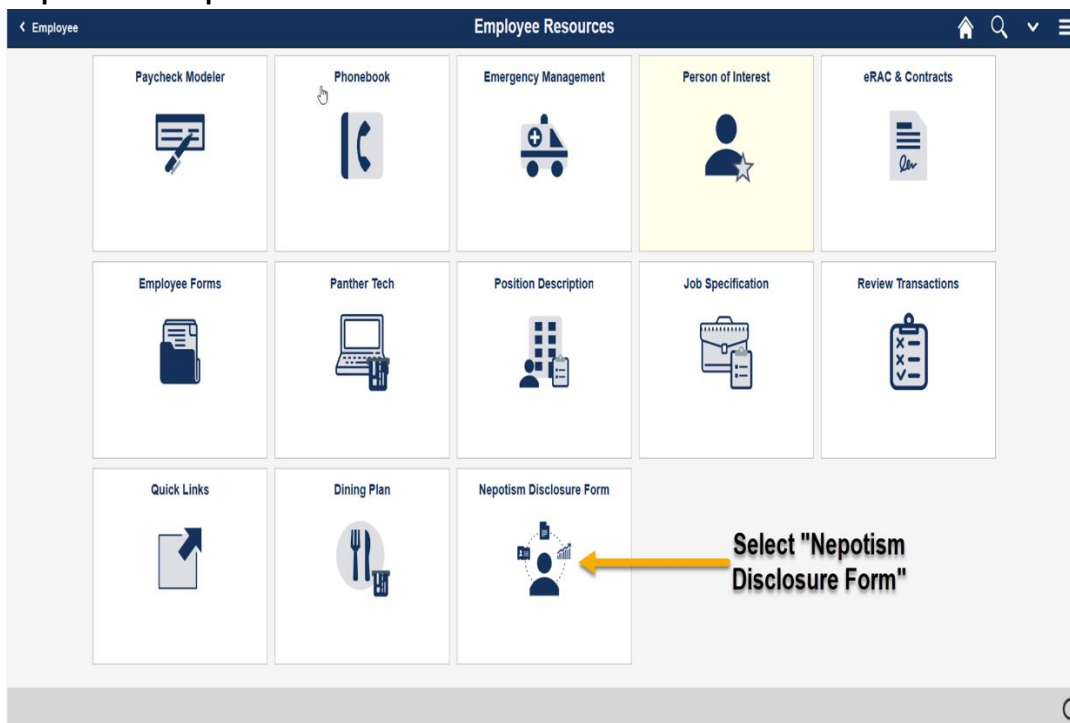# Nepotism Toolkit

Section 1 – Disclosing a Relationship as an Employee

Step 1: Log into **myhr.fiu.edu** and select **Employee Menu** and the **Employee Resources** Tile.

Step 2: Select **Nepotism Disclosure Form**.

Step 3: Review the Nepotism Policy. Select **Add Relationship.**

Step 4: Enter related employee's ID or click the magnifying glass to search for related employee by name.

Step 5: Select **Relationship to Employee** type by clicking magnifying glass and selecting applicable relationship type.

If **Other Personal Relationship** is selected, specify the type of relationship in the text box.

Step 6: Click **Save** to submit your disclosure.

Step 7: Review the information on file to ensure the disclosures are complete, accurate and up to date.

Step 8: Click **Certify** under the **Nepotism Annual Certification** to attest.

No further action is required. A notification will be sent to the employee you disclosed. At any time you can view the approval status of your disclosures in the Nepotism Disclosure Form tile. You will receive a notification from the Office of Employee and Labor Relations once finalized.