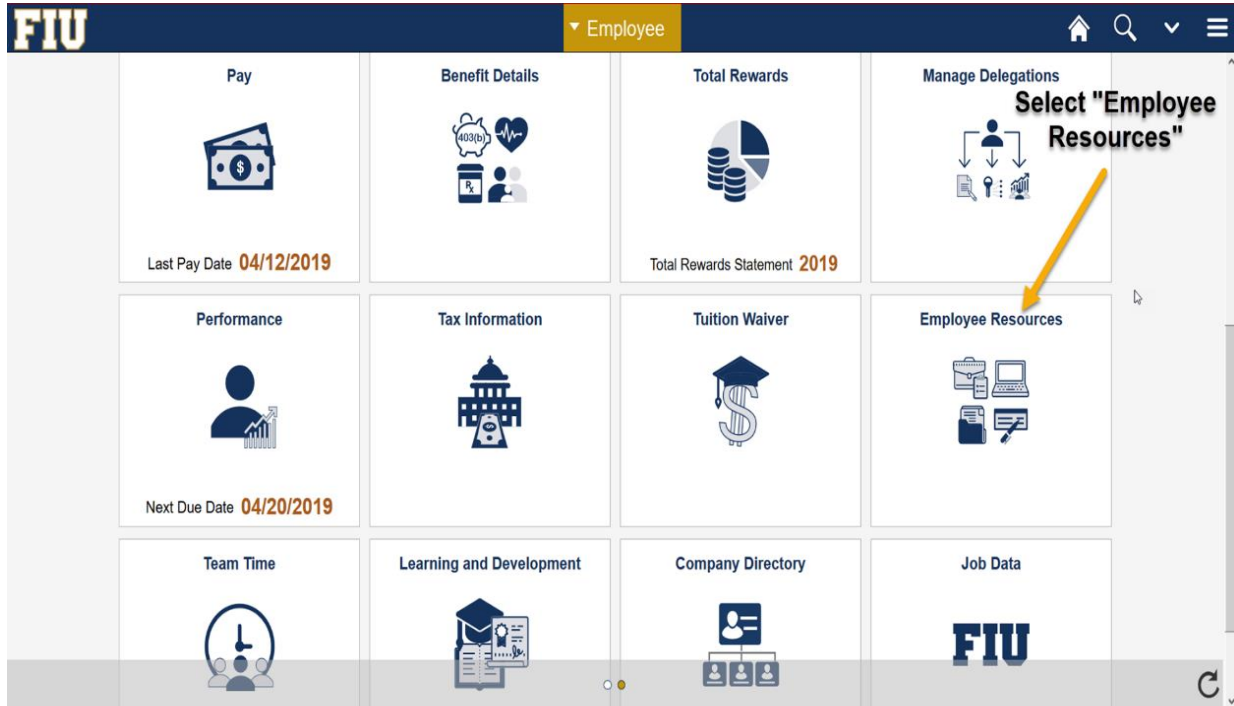


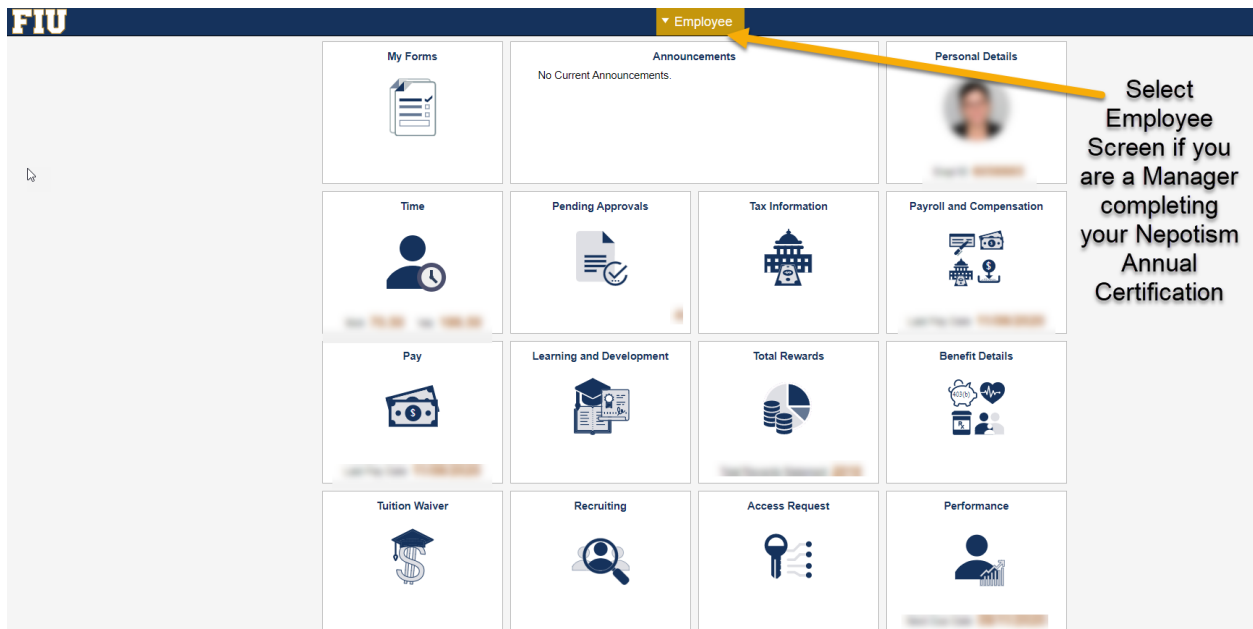
Nepotism Toolkit

Section 1 - Nepotism Annual Certification

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



Select Employee Screen



Step 2: Select Nepotism Disclosure Form.



Step 3: Review the Nepotism Policy. Confirm either the disclosure(s) is complete, accurate and up to date, or you have no relationship(s) to disclose and click **Certify**.

You have now completed the required Nepotism Annual Certification. No further action required.

The screenshot shows the 'Nepotism Disclosure Form' page. It includes a header, a policy statement, a table of relationship information, and a 'Certify' button. An arrow points to the 'Certify' button with the text 'Click Certify under the Nepotism Annual Certification to attest.'

Relationship Information

Submission Id	Disclosure Date	Empl ID	Name of Related Person	Relationship	Status	Last Update By	Last Update	Workflo
1 00000001	11/06/2019			Sibling/Half Sibling/Step Sibling	Active	6056865	11/06/2019	

Nepotism Annual Certification

I certify the information submitted is complete, accurate and up to date.

Certify

Note: If you have a new relationship or a change to an existing relationship, additional action is required. Refer to **Nepotism Toolkit #1 Instructions for Employee Disclosing**.