Nepotism Toolkit - Section 4

Instructions for Department Manager/Approver

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.

Relationship – Disclosure date of when related individual disclosed relationship.
Approval Process Details – Review the working titles, departments and respective supervisors.

Step 4: Select the Approval Status tab and click the Questions icon.
Step 5: Review each question carefully and provide detailed responses where appropriate.

“Yes” responses will require an explanation via the comment box.
Click **OK** after responding to all questions.

**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 Business Unit Heads 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 disclosure is finalized.