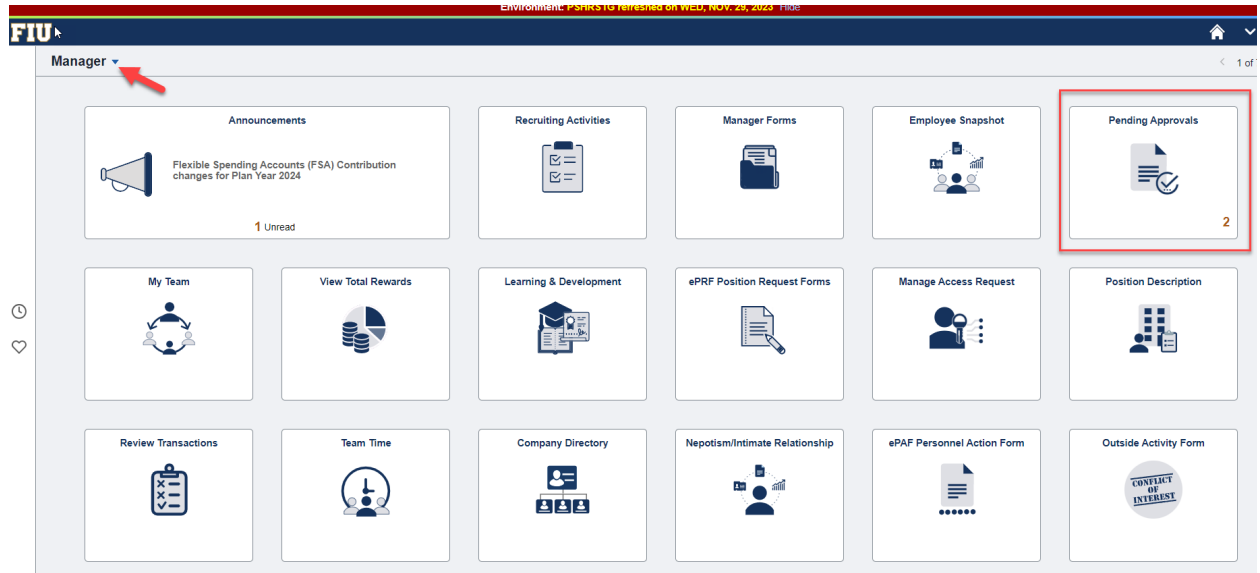


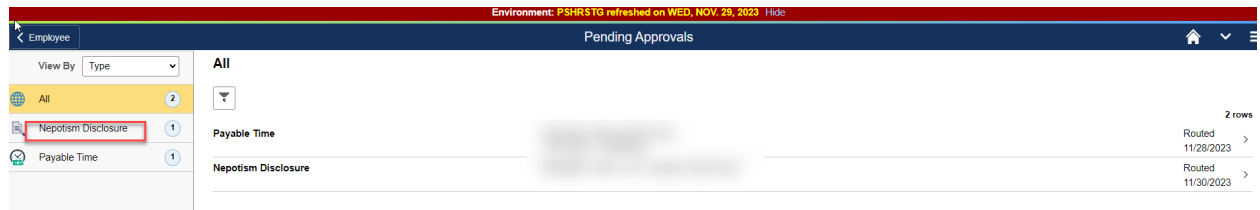
Nepotism Toolkit - Section 4

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.



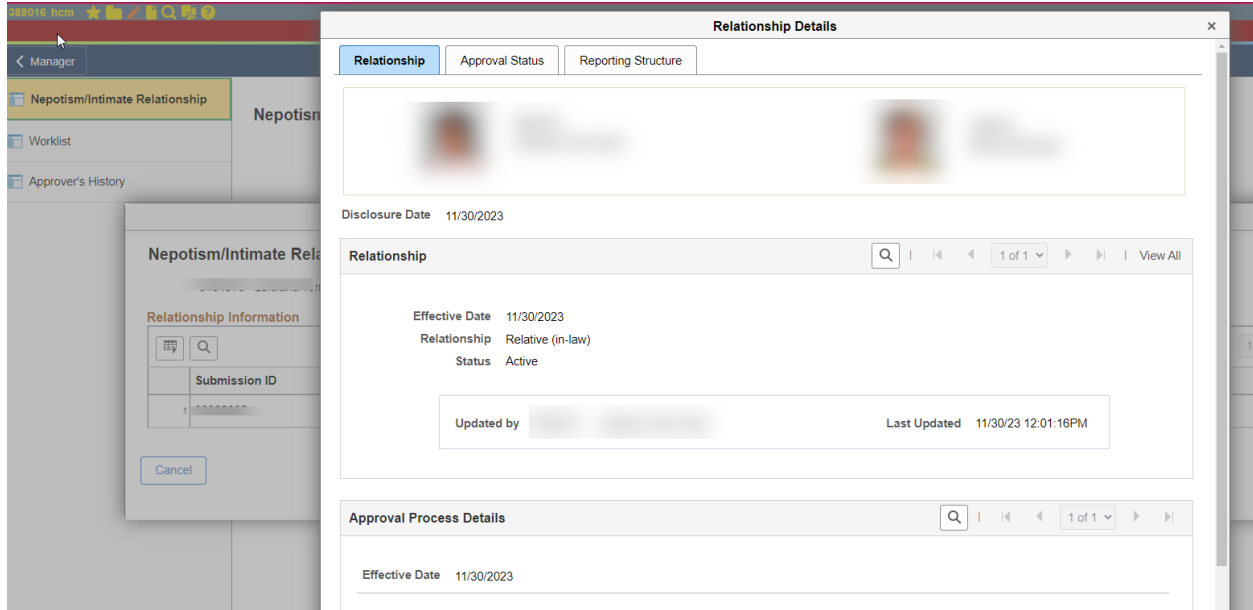
Step 2: Select **Nepotism Disclosure(s)** routed for your review.



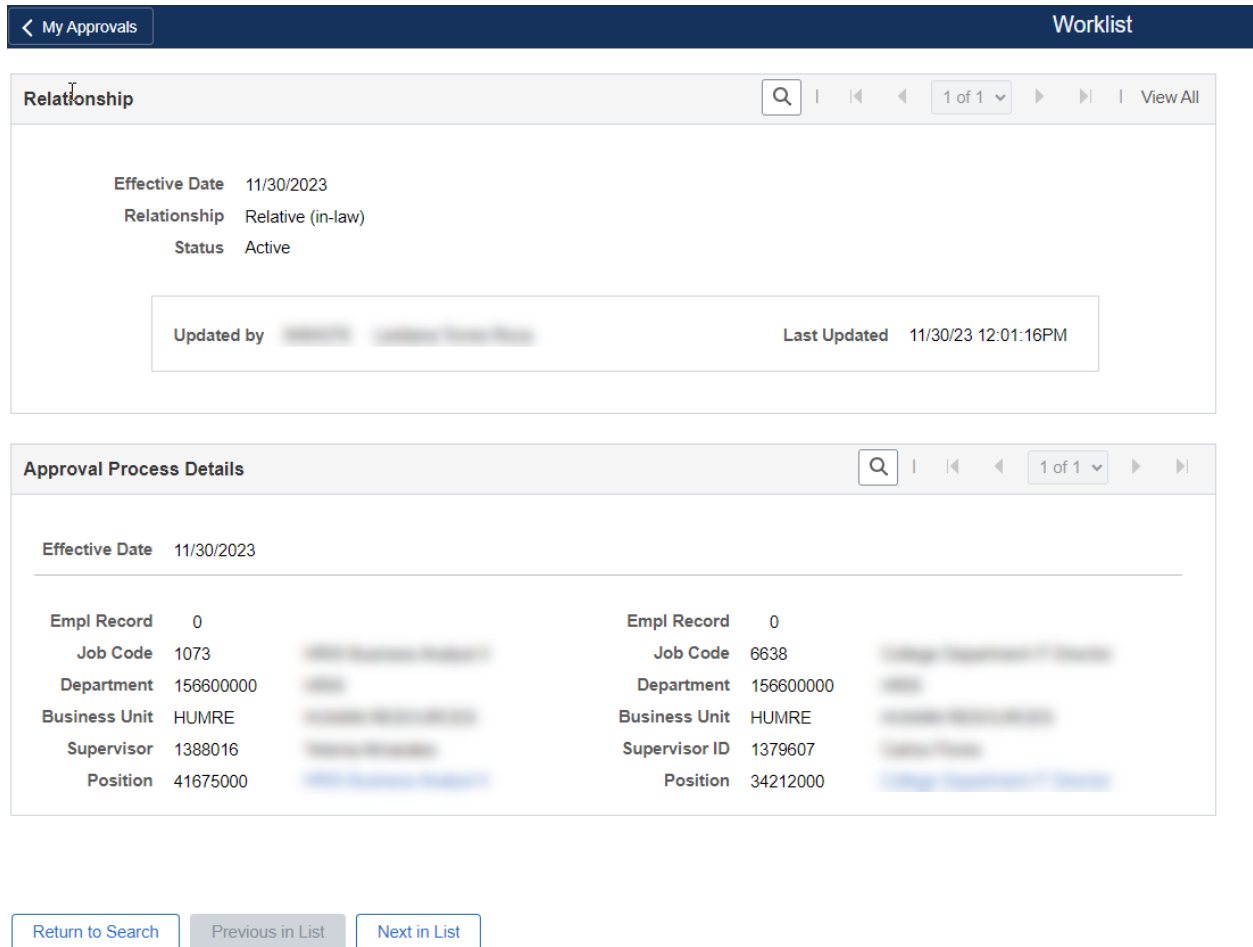
Step 3: Review details via the Relationship tab.

Relationship – Disclosure date of when related individual disclosed relationship.

Nepotism Toolkit – Section 4 Instructions for Department Manager/Approver



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



Step 4: Select the **Approval Status** tab and click the Questions icon.

Neptotism Toolkit – Section 4 Instructions for Department Manager/Approver

Environment: PSHRSTG refreshed on WED, DEC, 06, 2023

Worklist

Relationship | **Pending Approval** | Reporting Structure

Submission ID: [REDACTED]

Pending Approval

Line Id	Action	Questions	Approver's Comments	Empl ID	Empl Record	Name	Related Empl ID	Related Empl Record	Related Empl Name
1	1			[REDACTED]	0	[REDACTED]	[REDACTED]	0	[REDACTED]

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

Submit

Neptotism Request

Submit ID: 00000921 - Empl ID: 6484378 Empl Record: 0 - Related Empl ID: 4236831 Related Empl Record: 0:Pending

Neptotism Request

Approved (Related Employee: 1014523 - 3:49 PM) → Pending (Department Manager: 10000010) → Not Routed (Business Unit Approvals) → Not Routed (Multiple Approvers: HR)

Return to Search | Previous in List | Next in List

Relationship | Pending Approval | Reporting Structure

Step 5: Review each question carefully and provide detailed responses where appropriate.

Neptotism Questions

Questions

Will this relationship result in subordinate/supervisor reporting or line of authority structure?

No

Comment

Will the employees work in the same office location?

Yes

Comment

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)?

“Yes” responses will require an explanation via the comment box.

Nepotism Toolkit – Section 4 Instructions for Department Manager/Approver

The screenshot shows a window titled "Nepotism Questions" with a search bar and navigation controls. The first question is "Will this relationship result in subordinate/supervisor reporting or line of authority structure?" with a dropdown menu set to "No" and a comment box below it. The second question is "Will the employees work in the same office location?" with a dropdown menu set to "Yes", which is highlighted by a red arrow. Below this question is a comment box outlined in red. The third question is partially visible at the bottom: "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)?".

Click **OK** after responding to all questions.

This screenshot shows the bottom portion of the "Nepotism Questions" form. It features a dropdown menu, a comment box, and the third question: "Will either employee have financial authority or be responsible for processing financial transactions?". Below this question is another comment box. At the bottom left, the "OK" button is highlighted with a red box, and the "Cancel" button is visible to its right.

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

Nepotism Toolkit – Section 4 Instructions for Department Manager/Approver

Environment: PSHRSTG refreshed on WED, DEC. 06, 2023 Hide

388016 Item My Approvals Worklist

Relationship **Pending Approval** Reporting Structure

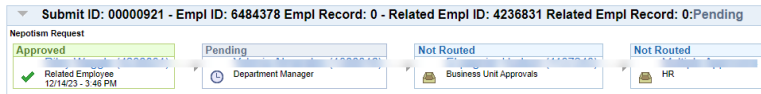
Submission ID 0000921

Pending Approval

Line Id	Action	Questions	Approver's Comments	Empl ID	Empl Record	Name	Related Empl ID	Related Empl Record	Related Empl Name
1	<div style="border: 1px solid red; padding: 2px;"> Approve Deny </div>		<input type="text"/>		0				

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

Nepotism Request



[Relationship](#) | [Pending Approval](#) | [Reporting Structure](#)

Step 7: Submit

Environment: PSHRSTG refreshed on WED, DEC. 06, 2023 Hide

388016 Item My Approvals Worklist

Relationship **Pending Approval** Reporting Structure

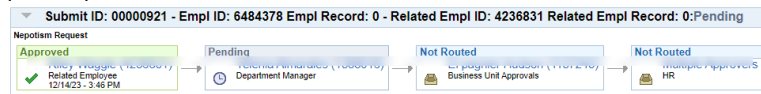
Submission ID 0000921

Pending Approval

Line Id	Action	Questions	Approver's Comments	Empl ID	Empl Record	Name	Related Empl ID	Related Empl Record	Related Empl Name
1	Approve		<input type="text"/>						

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

Nepotism Request



[Relationship](#) | [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.

Nepotism Toolkit – Section 4 Instructions for Department Manager/Approver

Relationship Q | << < 1 of 1 > >> | View All

Effective Date 11/30/2023
Relationship Relative (in-law)
Status Active

Updated by [Redacted] Last Updated 11/30/23 12:01:16PM

Approval Process Details Q | << < 1 of 1 > >> | View All

Effective Date 11/30/2023

Empl Record	0	Empl Record	0
Job Code	1073	Job Code	6638
Department	156600000	Department	156600000
Business Unit	HUMRE	Business Unit	HUMRE
Supervisor	1388016	Supervisor ID	1379607
Position	41675000	Position	34212000

[Return to Search](#) [Previous in List](#) [Next in List](#)

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.