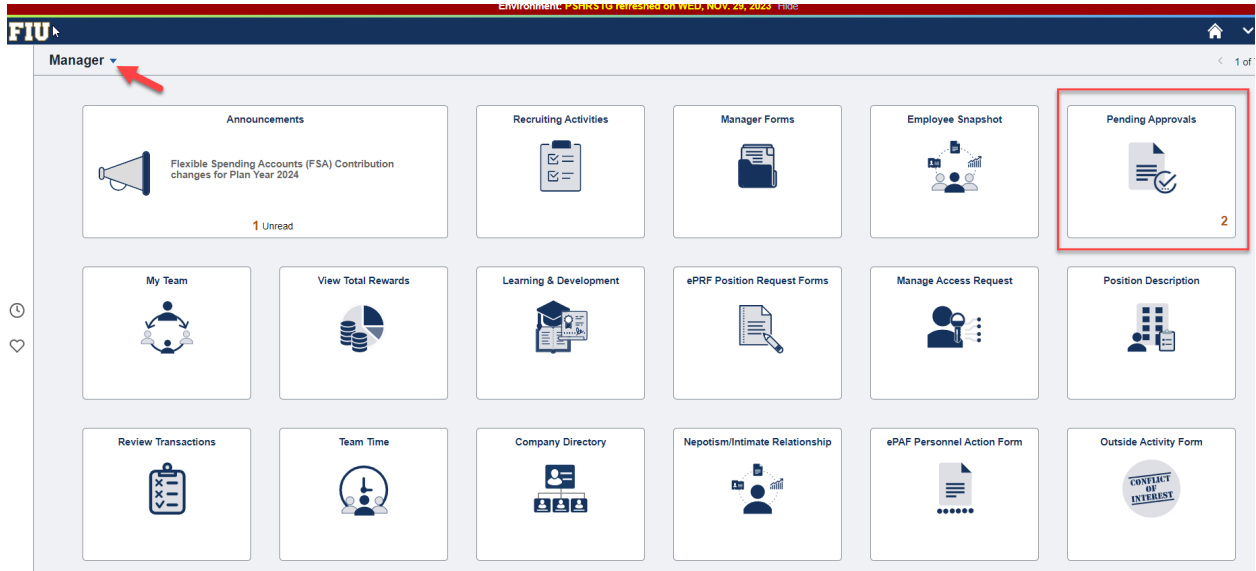


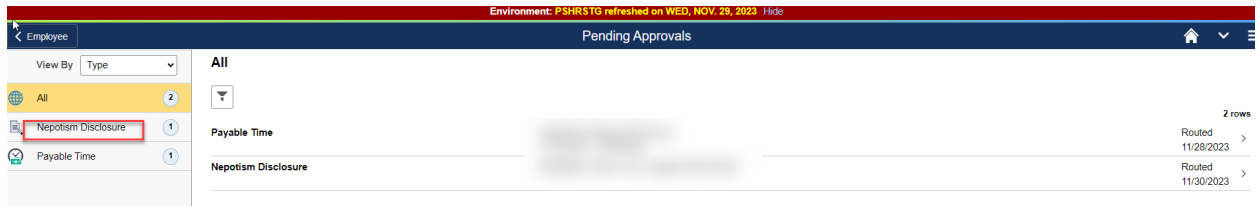
Nepotism Toolkit - Section 5

Instructions for Business Unit Head

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.



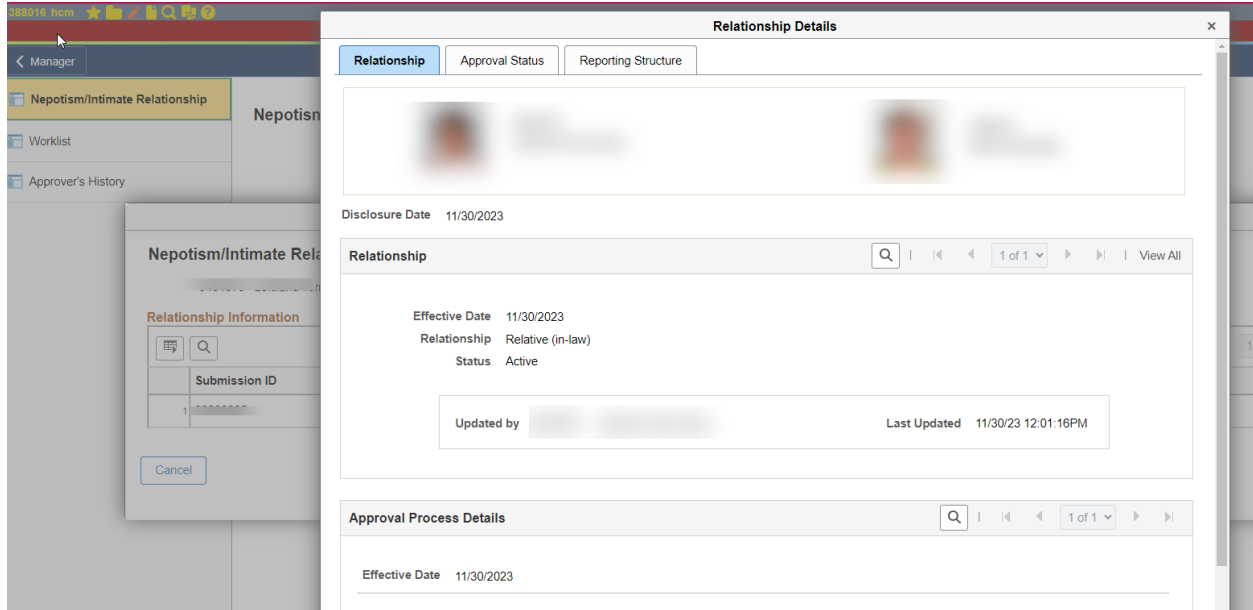
Step 2: Select **Nepotism Disclosure(s)** routed for your review.



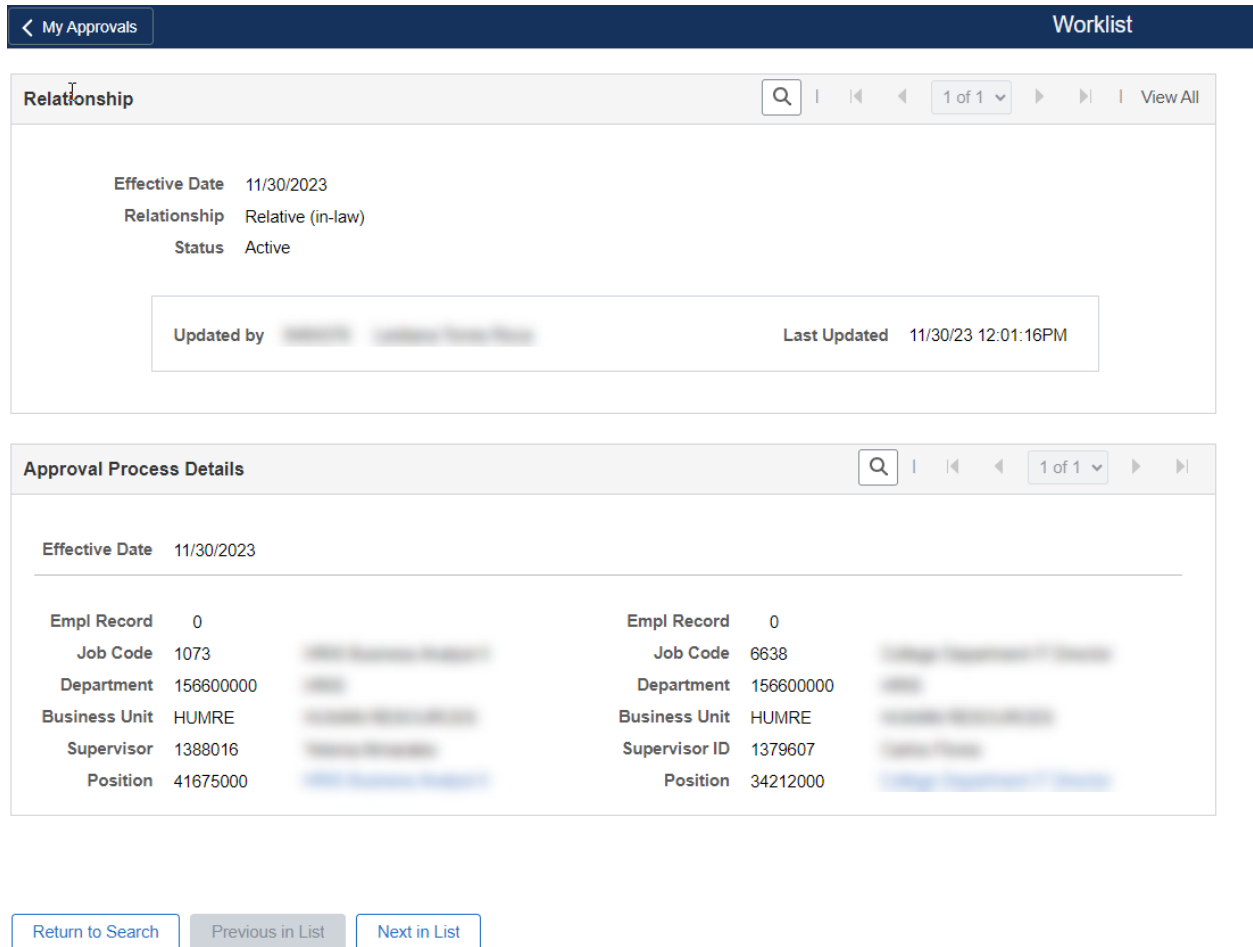
Step 3: Review details via the Relationship tab.

Relationship – Disclosure date of when related individual disclosed relationship.

Nepotism Toolkit – Section 5 Instructions for Business Unit Head



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



Step 4: Select the **Approval Status** tab and click on **Question History** link to review the relevant

Neptotism Toolkit – Section 5 Instructions for Business Unit Head

information completed by the Department Managers to assist you in making an informed decision.

My Approvals WORKLIST

Relationship | **Pending Approval** | Reporting Structure

Submission ID [REDACTED]

Pending Approval

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

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

Neptotism Request

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

Neptotism Request

Approved [REDACTED] → Pending [REDACTED] → Not Routed [REDACTED] → Not Routed [REDACTED]

Approved [REDACTED] (Related Employee 12/14/23 - 3:45 PM) → Pending [REDACTED] (Department Manager) → Not Routed [REDACTED] (Business Unit Approvals) → Not Routed [REDACTED] (Multiple Approvers HR)

Relationship | Pending Approval | Reporting Structure

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?

No

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)?

Step 5: Click OK.

Nepotism Toolkit – Section 5 Instructions for Business Unit Head

Nepotism Questions

Will either employee be responsible for processing human resources related transactions?

Comment

Will either employee have financial authority or be responsible for processing financial transactions?

Comment

OK
Cancel

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

< My Approvals
Worklist

Relationship
Pending Approval
Reporting Structure

Submission ID

Pending Approval

🔍
1-1 of 1

Line Id	Action	Questions	Question History	Approver's Comments	Empl ID	Empl Record	Name	Related Empl ID	Related Empl Record	Related Empl Name
1	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <input type="text" value=""/> </div>	🗨️	🗨️	<input type="text" value=""/>	 	0	 	0	 	

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

Submit

Nepotism Request

Submit ID: 0000921 - Empl ID: 6484378 Empl Record: 0 - Related Empl ID: 4236831 Related Empl Record: 0:Pending

Nepotism Request

Approved
Related Employee
1211423 - 3-26 PM

→

Pending
Department Manager

→

Not Routed
Ch. paguiler-Hudson (1107240)
Business Unit Approvals

→

Not Routed
Multiple Approvers
HR

Return to Search
Previous in List
Next in List

Relationship | Pending Approval | Reporting Structure

Step 7: Submit

Neptotism Toolkit – Section 5 Instructions for Business Unit Head

388016 hcm Worklist

Relationship | **Pending Approval** | Reporting Structure

Submission ID [REDACTED]

Pending Approval

Line Id	Action	Questions	Question History	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.

Neptotism Request

Submit ID: 0000921 - Empl ID: 6484378 Empl Record: 0 - Related Empl ID: 4236831 Related Empl Record: 0: Pending

Return to Search | Previous in List | Next in List

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.

Relationship | **Pending Approval** | Reporting Structure

Submission ID 0000885

Pending Approval

Line Id	Empl ID	Empl Record	Name	Related Empl ID	Related Empl Record	Related Empl Name
1	1	[REDACTED]	[REDACTED]	[REDACTED]	0	[REDACTED]

Neptotism Request

Submit ID: 0000885 - Empl ID: 6484378 Empl Record: 0 - Related Empl ID: 1388016 Related Empl Record: 0: Pending [View/Hide Comments](#)

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.