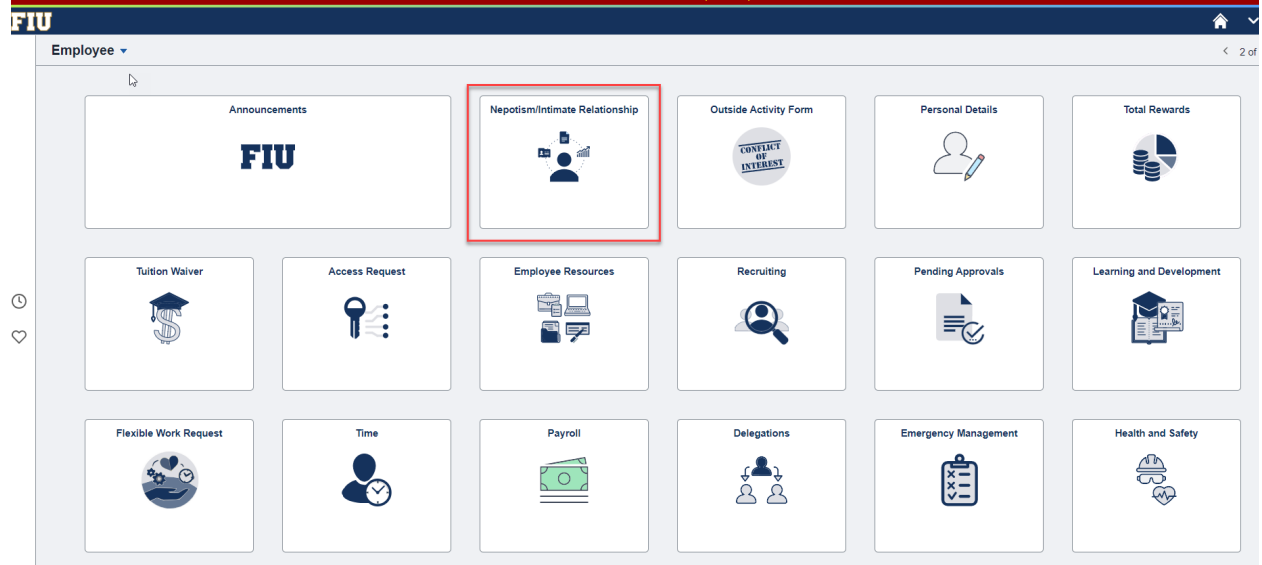


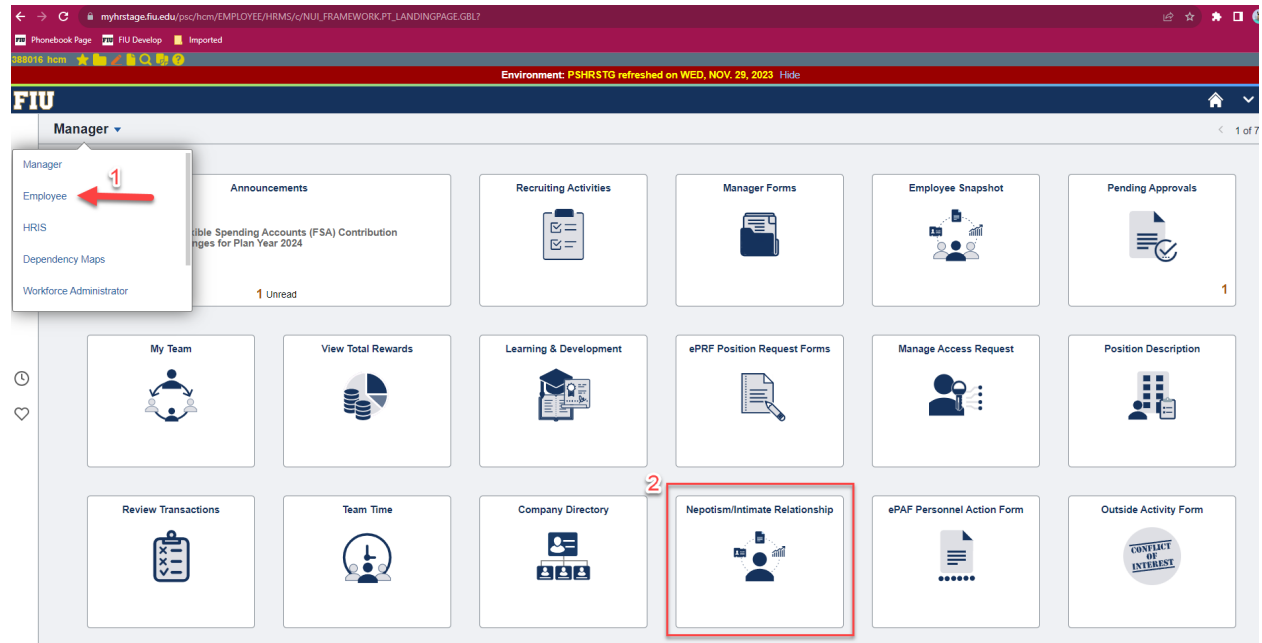
Nepotism Toolkit – Section 1

Nepotism Annual Certification

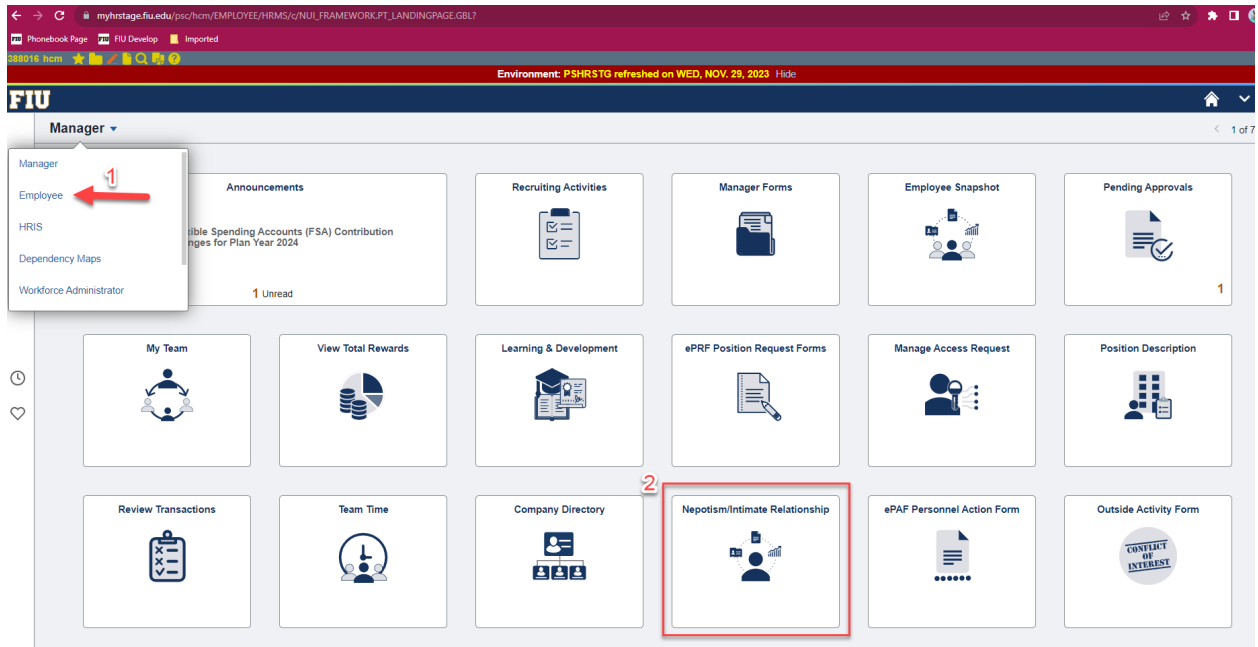
Step 1: Log into myhr.fiu.edu and select **Employee** Menu and the **Employee Resources** Tile.



Select Employee Screen



Step 2: Select **Nepotism/Intimate Relationship** 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.

