How to Submit a Nepotism Management Plan Form for Approval

To submit a Nepotism Management Plan Form for approval:

1. Complete all required fields (*).
   a. Employee Name field is the employee/candidate the department or unit needs to hire, promote or transfer.
   b. Select Relationship field is the family relationship between the person being hired, promoted or transferred and the current employee within the department.
   c. Select Related To Employee field is the current UAB employee already assigned within your department or unit.
   d. Select your specific school or entity.
   e. Select your specific department division or organization.
      (*Tip: If the School/Entity is the School of Medicine, please type the name of the Dept/Division/Org instead of using the % wildcard search. Doing so will speed up the app’s processing time.)
   f. Select the available job code/title to be filled within the department or unit.
   g. Provide justification for exception to support your need to hire, promote or transfer this employee within your department/unit.
   h. Use the Find icon to locate the person who will be the hired, promoted or transferred employee’s supervisor.
   i. Enter contact information for the hiring manager or other leadership who may require additional follow up regarding this request.

2. Click the button at the bottom of the form to go to the Attachments and Approvers screen.
3. If you have any attachments such as an org chart or department memo to support your request, click the Upload Attachment button to add it to your request.

4. If additional approvers need to be added for review and approval of this request, click the Find icon and locate the employee in the directory. Click Add Approver if more approvers are needed.

5. Click prev if you need to go back to the previous screen to edit/add or change any information. Click Submit to submit your request for approval.
To review a Nepotism Management Plan Form requiring approval:
1. Locate the email in your inbox from UABForm@uab.edu titled “Request for Nepotism Management Submitted By… - Approval Requested” and click on the link “Click here to review the Form.”

2. Log in using your Blazer ID and strong password.

3. On the UAB Forms Dashboard, locate the Forms for Approval section and click the Expand icon to view the forms awaiting your approval. (*Tip: The number in the right corner of this section tells you how many approval forms are waiting)

4. Once a list of the forms awaiting approval appears, you will have the option to Approve the form, view the form details and/or view the workflow details. Click the Approve option.

5. On the Approval Screen click the View Form button to review the Management Plan Form request. (*Note, you will be required to log in with your blazer ID and password to the Management Plan Form to view the form details.)

6. Select your Approval Type to Approve, Cancel, Reject or Return to Requestor.

7. Add Comments as needed

8. Check the Certify box stating you certify you have reviewed the form.

9. Add Additional Approvers as needed. (*Note this would be approvers not already included in the workflow displayed at the bottom.)
9. Click the Submit button.