

# Nepotism Management Plan Form - User Guide

## How to Submit a Nepotism Management Plan Form for Approval

### To submit a Nepotism Management Plan Form for approval:

1. Complete all required fields (\*). Fields appear on the Nepotism Management Plan Form as they are listed below
  - a. The **Employee Name** field is the employee/candidate the department or unit needs to hire, promote or transfer.
  - b. The **Select Relationship** field is the family relationship between the person being hired, promoted or transferred and the current employee within the department.
  - c. The **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 green "**NEXT**" button (at the bottom right of the form) to go to the Attachments and Approvers screen.

The screenshot shows the 'Nepotism Management Plan Form' interface. On the left, a vertical sidebar contains a list of instructions labeled 1a through 1i, each with a red arrow pointing to a specific field in the form. At the bottom of the sidebar, a '2' with a red arrow points to a green 'next' button.

**General Information**

Attachments

Save form Submit form

Print

The purpose of this form is to seek University approval of a department or unit's management plan in order to track the steps taken to avoid the potential or perceived conflict of interest arising from a family relationship during the hiring, transfer or promotion of an employee.

Request for exception to UAB's Nepotism Policy for the hire/transfer/promotion of:

1a → **Employee Name \*** Proposed Employee - CLICK ON FIND. Find

1b → **Select Relationship: \*** Select...

1c → **Select Related To Employee \*** Related Employee - CLICK ON FIND. Find

1d → **School/Entity: \*** Enter '%' for complete list, determines the approval routing

1e → **Dept/Division/Org: \*** Enter '%' for complete list, determines the approval routing

1f → **Job Code/Title: \***

1g → **Justification \***

**PROPOSED JOB**

**SUPERVISORY INFORMATION**

I certify that does not supervise and is not supervised by, or within the chain of command of:

All decisions regarding his/her salary, job assignment, performance evaluation, promotion, discipline or any other employment matter will be made by:

1h → Proposed Employee - CLICK ON FIND. Find

1i → **Contact \***

2 → next

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3. If you have any attachments such as an org chart or department memo to support your request, click the Upload Attachment button on the **Attachments and Approvers** screen 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"** (in the bottom left of the screen) if you need to go back to the previous screen to edit/add or change any information.  
Click **"Submit"** (in the bottom right of the screen) to submit your request for approval.

The screenshot shows the 'Attachments and Approvers' screen in the UAB system. The page header includes the UAB logo and navigation links for Home, Imcnair - Logout, Faq, and Help. The left sidebar has 'General Information' and 'Attachments' tabs, with 'Attachments' selected. Below the tabs are 'Save form' and 'Submit form' buttons. The main content area is titled 'Attachment and Approvers' and includes a 'Print' button. A green box provides instructions: 'Please attach supporting documentation such as departmental memos and/or an organizational chart which explains or diagrams the department or unit structure and where each related employee is positioned within the department (See example.)'. Below this is an 'Upload Attachment' button, with a red arrow labeled '3' pointing to it. Underneath is the 'Uploaded Attachments' section with a note: 'This should not be your Blazerid. Please enter the Blazerid of additional approvers that are not already in this workflow.' This is followed by an 'Additional Approver:' section with a search input field containing 'Additional Approver's Blazerid - Click Find', a 'Q Find' button, and a close button. A red arrow labeled '4' points to the 'Add Approver' button below the search field. At the bottom of the form are two buttons: 'prev' on the left and 'Submit' on the right. A red arrow labeled '5' points to the 'Submit' button.

## How to Review and Approve a Nepotism Management Plan Form

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** (at the bottom left) 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)

The screenshot shows the UAB Forms Dashboard. On the left, there are navigation buttons for 'Submit New Forms', 'Legacy Dashboard', and 'Nepotism Exception Form'. The main content area has a header 'UAB Forms' with a 'New Alerts!' notification showing '4'. Below this is an 'Alerts' section with a welcome message and a 'New Features' section. The 'Submitted Forms' section shows '0 Forms' and a table with columns: Form Name, Submitter, Created, Additional Info, Approval Notes, and Approval Status. Below this is the 'Forms for Approval' section, which shows '2 Approval Forms!' and an 'Expand' button with a downward arrow. A red arrow labeled '3' points to this 'Expand' button.

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.**

This screenshot shows the 'Forms for Approval' table after expansion. It has columns: Form Name, Submitter, Due Date, Additional Info, Approval Notes, and Approval Status. There are two rows of data for 'NEPOTISM' forms submitted by 'Rahul, Thadani' on '01/22/2019', both with a status of 'Pending'. A red arrow labeled '4' points to the 'Approve' button in the first row. Below the table, it says 'Showing 1 to 2 of 2 entries' and has pagination controls: 'First', 'Previous', '1', 'Next', 'Last'.

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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 Requester.
  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.)*
- Click the Submit button.**

### Approval Screen

The screenshot shows the 'Approval Screen' interface with the following elements and callouts:

- 5:** Points to the 'View Form' button at the top left.
- 6:** Points to the 'Approval Type' dropdown menu.
- 7:** Points to the 'Comments' text area.
- 8:** Points to the 'I certify I have reviewed this form' checkbox.
- 9:** Points to the 'Add Approver' button in the 'Additional Approvers' section.
- 10:** Points to the 'Submit' button at the bottom left.

The interface includes several sections:

- Approval Actions:** Contains the 'Approval Type' dropdown, 'Comments' text area, a certification checkbox, and the 'Additional Approvers' section with an 'Add Approver' button.
- Form Information:** A table showing details like Form Type (NEPOTISM), Form (View the Form), Additional Info, and Created Date (1/22/2019).
- Requestor Information:** A table showing Submitted By (Thadani, Rishaf), Submitted For, Email (rhadani@uab.edu), and Department (114302000 HRIM Data Systems).
- Approval History:** A table with columns for Approved By, Approval Level, Approval Date, and Approval Type.
- Workflow History:** A visual flowchart showing the process from 'Start' through three levels: Level 1 (Approved 01/22/2019 by Tummala, Ramya), Level 2 (Status: Pending), and Level 3 (Status: Pending).