



eForm Action Types

Person of Interest

- Unpaid relationship with UTSA
 - Gov't Agency employees, Independent Contractors, Student Volunteers, Research and Non-Research Volunteers, and Visiting Scholars/Researchers
- Complete POI Form and Criminal Background Check
 - Route to Research Integrity, if applicable
- If the POI is working with students and/or needs access to UTSA Resources
 - Complete an eForm and attach their signed POI form



Initiate New eForm Request

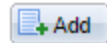
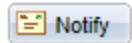
Initiate New eForms Request

Action

Actions	<input type="text"/>	Status	<input type="text"/>
Justification	<input type="text"/>		
	Appointment		
	Contract Additions and Changes		
▼ Contact Info	Create Person of Interest		
Entered By	End Appointment		
Name	Leave Of Absence		
Phone	New Position Request		
Email ID	Retirement		
Dept ID	Return From Leave		
Secondary Co	Termination		
Name			
Phone			

On the **Initiate New eForm Request** page, click on **Create Person of Interest** from the dropdown box

Request ID
Request Date
[Processing Messages](#)
[Request History](#)



Create POI

Action

Actions Create Person of Interest Status

*Justification

Empl ID

Use the Justification text box to explain or "justify" the reason for the new eForm action requested

Request ID
Request Date
[Processing Messages](#)
[Request History](#)

Proposed Personal Information

*First Name

Mid Name

*Last Name

*Address 1 [Clean Address](#)

Address 2

*City

*State

*Zip

*County

*Country

*Birth Date

*SSN

*Gender

*Home Email

*Home Phone

Business Phone

Job Information

*Hire Type

*Hire Reason

*Start Date

*Expected End

End Job Automatically

*Position

*Department

Location Code

Mail Drop ID

Reports To

Create POI

Action

Actions Status

Request ID

Request Date

[Processing Messages](#)

[Request History](#)

*Justification Doug Funny will be doing research for UTSA

Search

Ensure the POI does not have an existing Employee ID (Empl ID); use the Search Match page to confirm this. Click the Search button.

Empl ID

Proposed Personal Information

*First Name

Mid Name

*Last Name

*Address 1

[Clean Address](#)

Address 2

*City

*State

*Zip

*County

*Country

*Birth Date

*SSN

*Gender

*Home Email

*Home Phone

Business Phone

*Position

*Department

Location Code

Mail Drop ID


Reports To

- The **Search Match** page is displayed. Enter the employee information such as: First Name, Last Name, or Empl ID (if known) and click **Search**.
- Identify the employee and click the **Select** button to copy over their information.
- Hit cancel to return back to your form

Search Match

First Name

Last Name

Empl ID 

Find  First 1 of 1 >										
Name and ID		Phone	Address							
	Source ID	Company	Empl ID	Universal ID	Type of Name	First Name	Middle Name	Last Name	BirthDate	National ID
1										

Create POI

Action

Actions Status

*Justification

Request ID
Request Date
[Processing Messages](#)

Emp ID

Proposed Personal Information

*First Name
*Mid Name
*Last Name

*Address 1 [Clean Address](#)

Address 2

*City

*State

*Zip

*County

*Country

*Birth Date

*SSN

*Gender

*Home Email

*Home Phone

Business Phone

Job Info

*Hire Ty
*Hire Re
*Start D
*Expect

End Job Automatically

*Position

*Department

Location Code

Mail Drop ID

Reports To

Use the Proposed Personal Information to enter your POI's name

Attachments

Create POI

Action

Actions Status

Request ID

*Justification

ite
Messages
tory

Click **Clean Address**
to enter their address
correctly

Empl ID

Proposed Personal Information

*First Name

Mid Name

*Last Name

*Address 1

[Clean Address](#)

Address 2

*City

*State

*Zip

*County

*Country United States

*Birth Date

*SSN

*Gender

*Home Email

*Home Phone

Business Phone

Job Inform

*Hire Type

*Hire Reason

*Start Date

*Expected End

End Job Automatically

*Position

*Department

Location Code

Mail Drop ID

Reports To

Attachments

Clean Address

Effective Date: 

Country

Address 1

Address 2

Address 3

City

State

Postal

County

[Validate Address](#)

[Clear](#)

Override Address Verification

Only use TX addresses.
The **Validate Address** link
will verify the address was
entered correctly.

Clean Address

Effective Date: 

Country

Address 1

Address 2

Address 3

City

State

Postal

County

[Validate Address](#)

[Clear](#)

Override Address Verification

17000 IH 10 W was changed to the clean address displayed

Once complete, hit **OK** to return to the form

Empl ID

Search

Proposed Personal Information

*First Name

Mid Name

*Last Name

*Address 1 [Clean Address](#)

Address 2

*City

*State

*Zip

*County

*Country United States

Use the **Proposed Personal Information** to enter **Birth Date, SSN, Gender, Home Email and Phone Number**

*Birth Date

*SSN

*Gender ▼

*Home Email

*Home Phone

Business Phone

End Job Automatically

*Position

*Department

Location Code

Mail Drop ID

Reports To

▶ Attachments

▶ Comments

Empl ID

Proposed Personal Information

*First Name

Mid Name

*Last Name

*Address 1 [Clean Address](#)

Address 2

*City

*State

*Zip

*County

*Country

*Birth Date

*SSN

*Gender

*Home Email

*Home Phone

Business Phone

From the Hire Type dropdown menu, select Add Person of Interest

Job Information

*Hire Type

*Hire Reason

*Start Date

*Expected End

End Job Automatically

*Position

*Department

Location Code

Mail Drop ID

Reports To

▶ Attachments

▶ Comments

Empl ID

Proposed Personal Information

*First Name
*Mid Name
*Last Name
*Address 1 [Clean Address](#)
*Address 2
*City
*State
*Zip

Job Information

*Hire Type
*Hire Reason
*Start Date
*Expected End
*Position
*Department
Location Code
Mail Drop ID
Reports To

Choose the appropriate option
for the Hire Reason:

Add POI
Rehire POI
Returning Retiree POI

▶ Attachments

▶ Comments

Create POI

Action

Actions

*Justification

Empl ID

Proposed Pe

*First Name

Mid Name

*Last Name

*Address 1

Address 2

*City

*State

*Zip

*County

*Country

*Birth Date

*SSN

*Gender

*Home Email

*Home Phone

Business Phone

Provide the **Start Date** and **Expected End date**. Select the **End Job Automatically** option if the job should automatically end by the provided "Expected End" date

Request ID

Request Date

[Processing Messages](#)

[Request History](#)

[Clean Address](#)

Job Information

*Hire Type

*Hire Reason

*Start Date

*Expected End

End Job Automatically

Position

*Department

Location Code

Mail Drop ID

Reports To

Create POI

Action

Actions Status

*Justification

Request ID
Request Date
[Processing Messages](#)
[Request History](#)

Empl ID

Proposed Personal Information

*First Name

Mid Name

*Last Name

*Address 1

Address 2

*City

*State

*Zip

*County

*Country

*Birth Date

*SSN

*Gender

*Home Email

*Home Phone

Business Phone

Enter or Lookup your position number

Job Information

*Hire Type

*Hire Reason

*Start Date

*Expected End

End Job Automatically

*Position

*Department

Location Code

Mail Drop ID

Reports To

Create POI

Action

Actions Status

*Justification

Request ID
Request Date
[Processing Messages](#)
[Request History](#)

Proposed Person

*First Name
*Mid Name
*Last Name
*Address 1
*Address 2
*City
*State

The Department ID will default automatically based on the Position number provided

*Zip
*County
*County
*Birth
*SSN
*Gender
*Home Email
*Home Phone
Business Phone

The Location Code, Mail Drop ID, and Reports To will default based on the position provided. Make changes as necessary.

Job Information	
*Hire Type	<input type="text" value="Add Person of Interest"/>
*Hire Reason	<input type="text" value="Add POI"/>
*Start Date	<input type="text" value="04/01/2018"/>
*Expected End	<input type="text" value="04/01/2019"/>
	<input checked="" type="checkbox"/> End Job Automatically
*Position	<input type="text" value="10071124"/> VISITING RESEARCHER
*Department	<input type="text" value="AEN004"/> COE MECHANICAL ENGINEERING
Location Code	<input type="text" value="BSE"/>
Mail Drop ID	<input type="text" value="01302"/>
Reports To	<input type="text" value="10027684"/> Xiaodu Wang

Empl ID

Search

Proposed Personal Information

*First Name
*Mid Name
*Last Name
*Address 1 [Clean Address](#)
*Address 2
*City
*State
*Zip
*County
*Country
*Birth Date
*SSN
*Gender
*Home Email
*Home Phone
*Business Phone

Job Information

*Hire Type
*Hire Reason
*Start Date
*Expected End
 End Job Automatically
*Position
*Department
Location Code
Mail Drop ID
Reports To

Attachments

Comments

Form Procedures

Acknowledgement of Service without Salary Attached?

Contact Information

Save

Submit

Approve

Deny

CallBack

Sendback

Cancel

Copy...

Click the **Save** button

Empl ID

Proposed Personal Information

*First Name

Mid Name

*Last Name

*Address 1 [Clean Address](#)

Address 2

*City

*State

*Zip

*County

*Country

*Birth Date

*SSN

*Gender

*Home Email

*Home Phone

Business Phone

Job Information

*Hire Type

*Hire Reason

*Start Date

*Expected End

End Job Automatically

*Position VISITING RESEARCHER

*Department COE MECHANICAL ENGINEERING

Location Code

Expand the Attachments section to add your signed POI form

Attachments

Type	Note	Attached File	Attach Date/Time	By	View
1 Ackn of Service W/O Salary	POI Form	POI_Form.pdf	03/28/18 4:33PM	Mercedes Garcia-eF-Req	

Comments

POI Form is mandatory

- An acknowledgment of service without salary needs to be attached to your eForm.

Person of Interest Form (POI)
The University of Texas at San Antonio

EMPLID: _____

Date: 3/26/18

This form must be hand delivered or sent by campus mail to Human Resources. DO NOT EMAIL

Service Type: NEW RENEWAL

Does this record require UTSA Resources/Accesses: YES NO

EMPLOYEE INFORMATION

Last Name: Funny First Name: Doug MI: S. Gender M/F: M

Home Address - Include Address, City, State and Zip Code: 1 UTSA Circle San Antonio, TX 78249 Contact Phone: 210 458 4722

Date of Birth (mm/dd/yyyy) (CBC Purpose): 07/11/1980 Emergency Contact Name: Nancy Funny Relationship: MOM Contact Phone: 210 711 7222

Are you a visiting Scholar or Researcher? (select one) Yes No

Country of Origin: _____ Home Institution (if applicable): _____ Email Address: d.funny@yahoo.com

ACKNOWLEDGEMENT OF SERVICE WITHOUT SALARY

I attest that I am providing services to The University of Texas at San Antonio (UTSA) for the purposes stated below. I understand that I am not an employee of UTSA, I will receive no compensation from UTSA for my services, and that I am not eligible for benefits, including Worker's Compensation Insurance, through UTSA. I understand that if I am an International Visiting Researcher I must have appropriate documentation from the office of International Programs verifying my status.

Signature: [Handwritten Signature] Print Name: Doug Funny Date: 3/26/18

If You Are Under 18 - Parent / Guardian Signature Is Required

Employee Date of Birth (mm/dd/yyyy) _____ / _____ / _____

X Parent/Guardian Signature _____ Print Name _____ Date: _____

Empl ID

Search

Proposed Personal Information

*First Name

Mid Name

*Last Name

*Address 1 [Clean Address](#)

Address 2

*City

*State

*Zip

*County

*Country

*Birth Date

*SSN

*Gender

*Home Email

*Home Phone

Business Phone

Job Information

*Hire Type

*Hire Reason

*Start Date

*Expected End

End Job Automatically

*Position VISITING RESEARCHER

*Department COE MECHANICAL ENGINEERING

Location Code

Mail Drop ID

Reports To Xiaodu Wang

Attachments

Type	Note	Attach Date/Time	By	View
1 Ackn of Service W/O Salary	POI Form	03/28/18 4:33PM	Mercedes Garcia-eF-Req	<input type="button" value="View"/>

Click Submit

Comments

Form Procedures

Acknowledgement of Service without Salary Attached?

Contact Information



Q&A

Contact:
Human resources
(210) 458-4648
dayone@utsa.edu
compensation@utsa.edu