Person of Interest Job Aid

A Person of Interest is an individual doing work for the University who is not considered a traditional employee, known as a “Person of Interest.” This may include visiting researchers or students, volunteers, perspective employees, independent contractors, etc.

The Create Person of Interest eForm is used to appoint a person to a POI position, without requiring compensation or a funding source for the position.

Create Person of Interest

Navigation: Main Menu > HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action Request

1. Navigate to the eForms Action Request page and click on the Add a New Value tab.
2. The Initiate New eForms Request page is displayed. Select the Create Person of Interest option from the “Action” drop down menu.
   ![Create POI](image)

3. The Create Person of Interest eForm is displayed. Use the Justification text box to explain or “justify” the reason for the new eForm action requested.
4. It is important to ensure the POI does not already have an existing Employee ID (Empl ID); use the Search Match page to confirm this. Click the Search button.
   ![Search Match](image)

5. 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 the employee information.
6. Use the Proposed Personal Information to enter the following information: First Name, Last Name, Address, Birth Date, SSN, Gender, Home Email, and Phone number.
7. The Job Information:
   a) From the Hire Type drop down menu, select Add Person of Interest.
   b) Choose the appropriate option for the Hire Reason, options may include:
      • Add POI
      • Rehire POI
   c) Provide the Start Date and Expected End date
   d) Select the End Job Automatically option if the job should automatically end by the provided “Expected End” date
   e) Enter or look up the Position number
   f) The Department ID will default automatically based on the Position number provided
g) The **Location Code, Mail Drop ID, and Report To** will default based on the Position. Make changes as necessary.

8. **Click the `Save` button.** Notice a **Request ID** number has been assigned, with a **Status** of “Saved.”

9. **Expand the `Attachments` section to attach your signed POI form and expand the `Comments` section to include any special comments.**

10. **Click `Submit`.** The eForm **Status** shows “Pending Approvals” and the current approval routing is displayed at the bottom of the page.