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



eForms

Create POI

Actions

Action

*Home Email *Home Phone Business Phone

Doug Funny will be doing research for UTSA *Justificatior

x

Status

Search

Create Person of Interest

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

Empl ID			
Proposed	Personal	Inform	natior

*First Name			Job Information	
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Create POI

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Search Match

- 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

First Name Last Name Empl II	Doug Funny Search								
								<u>Find</u> 🗖	🐮 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
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The University of Texas at San Antonio **Create POI**

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Attachments

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Attachments

The University of Texas at San Antonio **Create POI**

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Clean Address

Effective Date:	03/23/2018		
Country	United States		
Address 1	17000 West Interstate 10		
Address 2			
Address 3			
City	San Antonio State TX		
Postal	78257-9503		
County	Bexar	Only use TX addresses.	
ОК	Cancel	The Validate Address link will verify the address was	
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Override Address Verification

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*Home Email	DFUNNY@YAHOO.COM					
*Home Phone	210/711-7222					
Business Phone)					
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*SSN	***-**-66(
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Create POI

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Actions	Create Person of Interest 🔻 Status		Request ID
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Create POI

Action						
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Processing Messages Request History

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*Home Phone	210/711-7222							
Business Phone								
Attachments Click the Save button								
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POI Form is mandatory

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

Service Type: ONEW CRENEWAL Does this record require UTSA Resources/Accesses: MES NO 3/36/18 Date EMPLOYEE INFORMATION	This form must be hand	delivered or sent by ca	mpus mail to Hur	nan Resources. DO	NOTEMAI		
EMPLOYEE INFORMATION DOUG First Name S. M Gender M/F SSN (xoc-xx-xocx) Last Name MI Gender M/F SSN (xoc-xx-xocx) Home Address - Include Address, City, State and Zip Code S. An An/bonic, TX 78249 Zlo 458 472. Contact Phone Date of Birth (mm/dd/yyyy) (CBC Purpose) Nancy Funny MOM Emergency Contact Name Zlo 711 7222. Contact Phone Are you a visiting Scholar or Researcher? (select one) No Country of Origin Home Institution (if applicable) Emergency Cycle 44. Emergency Contact Name ACKNOWLEDGEMENT OF SERVICE WITHOUT SALARY No Country of Origin Home Institution (if applicable) Email Address Acknowlet Degeneration of Wisting Researcher I must have appropriate documentation from the office of International Programs verifying my status. 3/206/112 Mater of Birth (mm/dd/yyyy) (CBC Purpose) The superprint and country of Origin Bate of Birth (mm/dd/yyyy) Zio 711 7222. Contact Phone Are you a visiting Scholar or Researcher? Country of Origin Home Institution (if applicable) Email Address AckNOWLEDGEMENT OF SERVICE WITHOUT SALARY Doug of The Superprint documentation of UTSA, I will receive no compensation Insurance, through UTSA. I understand that if arm not eligible for benefits, including Worker's Compensation Insurance, through UTSA. I understand that if Doug of UTSA, I will Print Name Matha	Service Type: WNEW	C RENEWAL	Does this reco Res	ord require UTSA ources/Accesses:	(VYES (NO	3/26/18 Date
Funny Doug S. Mi Gender M/F SSN (xxx-xx-xxxx) Last Name MI Gender M/F SSN (xxx-xx-xxxx) Last Name MI Gender M/F SSN (xxx-xx-xxxx) Last Name MI Gender M/F SSN (xxx-xx-xxxxx) Home Address - Include Address, City, State and Zip Code San Am/bonis, Tk 78249 ZIO 458 4972. Contact Phone Date of Birth (mm/dd/yyyy) (CBC Purpose) Nancy Funny MOM ZIO 711 7222. Contact Phone Are you a visiting Scholar or Researcher? (select one) No Country of Origin Home Institution (if applicable) Are you a visiting Scholar or Researcher? (select one) No Country of Origin Home Institution (if applicable) Email Address AcknowLEDGEMENT OF SERVICE WITHOUT SALARY Itsteas 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 not an employee of UTSA, I will for the purpose of 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 not an employee of UTSA. I will for the purpose of UTSA for my services, and that I am not eligible for benefits, including Worker's Compensation Insuranc	EMPLOYEE INFORMATION						Dute
Last Name Mi Gender M/F SSN (xxx xxx xxxx) 1 UTSA Circle San Am/bris, Tk 78249 210 458 472 Home Address - Include Address, City, State and Zip Code Nancy Funny Mom 210 711 7222 Date of Birth (mm/dd/yyyy) (CBC Purpose) Nancy Funny Mom 210 711 7222 Contact Phone Contact Phone 210 711 7222 Are you a visiting Scholar or Researcher? Country of Origin Home Institution (if applicable) Email Address AcKNOWLEDGEMENT OF SERVICE WITHOUT SALARY No Country of Origin Home Institution (if applicable) Email Address Acknowleta Iterational Visiting Researcher I must have appropriate documentation from the office of International Programs verifying my status. 3/20/112 Mignature Doug Full Magnet Doug Full Magnet Doug Full Magnet If You Are Under 18 - Parent / Guardian Signature Is Required Employee Date of Birth (mm/dd/yyyy) 1 1 X Employee Date of Birth (mm/dd/yyyy) I 1	FUNNY	Do	oug		5	M	
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*Address 1	17000 West Interstate 10		Clean Address	*Start Date	04/01/2018			
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Acknowledgement of Service without Salary Attached? Yes 🔻								
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Save	Save Submit Approve Deny CallBack (Sendback) Cancel Cony							





Contact: Human resources (210) 458-4648

Q&A

dayone@utsa.edu compensation@utsa.edu