Person of Interest Job Aid

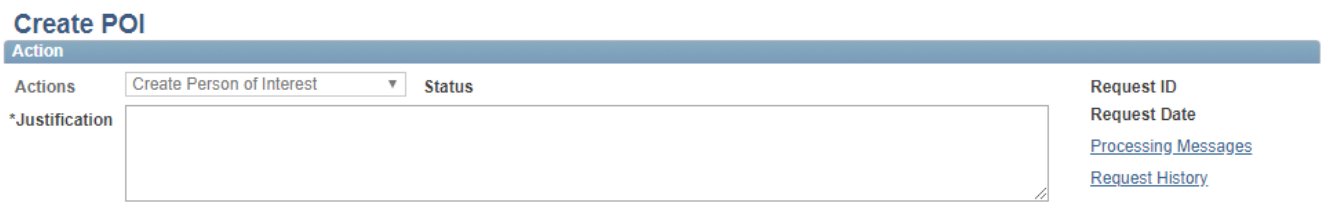
A Person of Interest is an individual doing work for the University who is not considered a traditional employee, known as a "Person of Interest." This may include visiting researchers or students, volunteers, perspective employees, independent contractors, etc.

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*

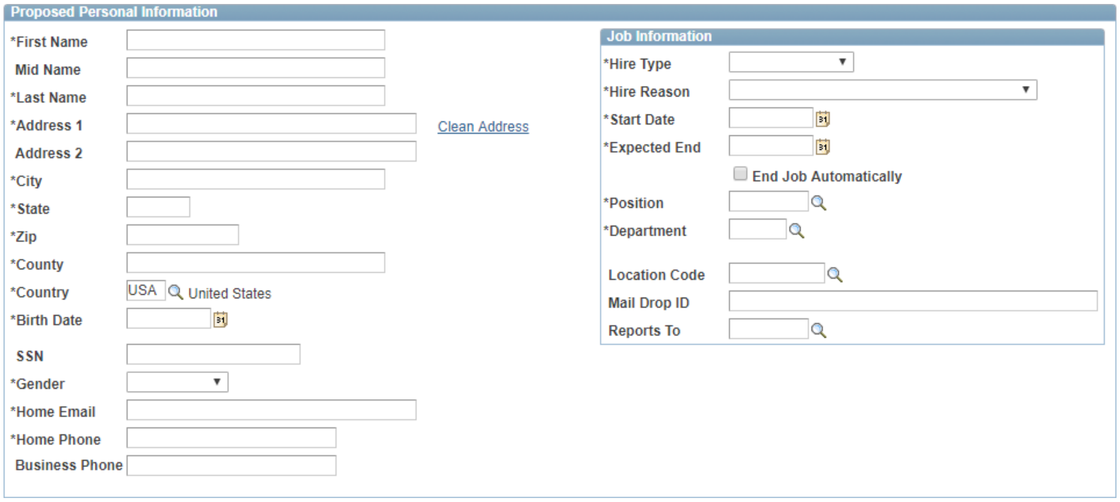
1. Navigate to the **eForms Action Request** page and click on the **Add a New Value** tab.
2. The **Initiate New eForms Request** page is displayed. Select the **Create Person of Interest** option from the "Action" drop down menu.



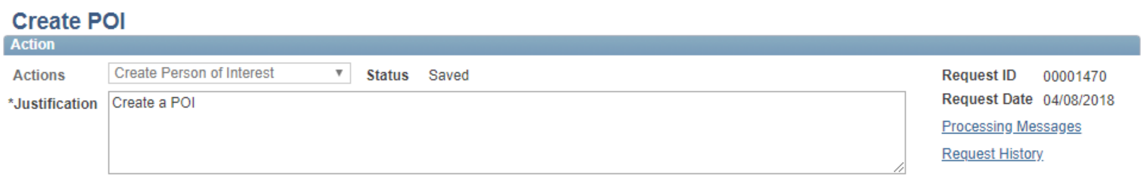
3. The **Create Person of Interest** eForm is displayed. Use the **Justification** text box to explain or "justify" the reason for the new eForm action requested.
4. It is important to ensure the POI does not already have an existing Employee ID (Empl ID); use the Search Match page to confirm this. Click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

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

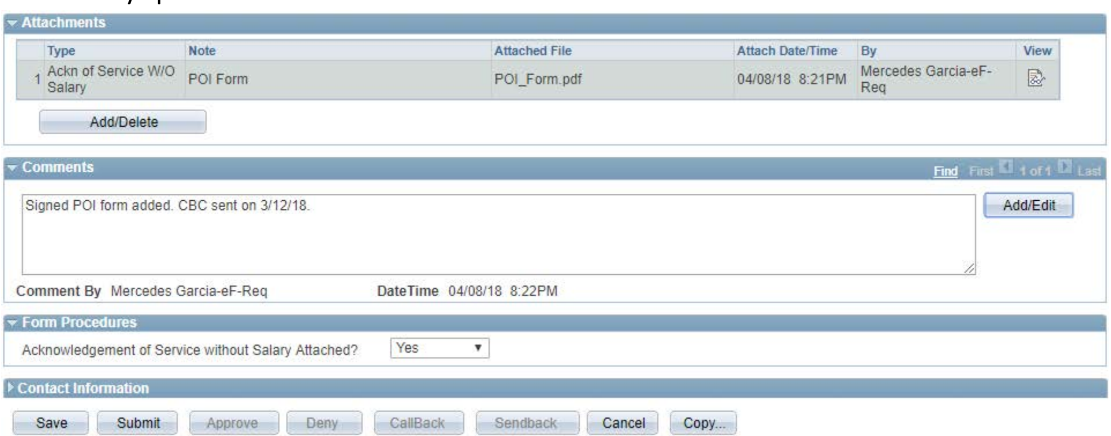
g) The **Location Code**, **Mail Drop ID**, and **Report To** will default based on the Position. Make changes as necessary.



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.