



## Add a Person

Use this guide to add a person of interest (POI)?someone affiliated with the university who is not already listed in the Human Resources Management System (e.g., does not have a job record, such as active, terminated, retired, etc.).

You also can use this guide to add any POI type (current or inactive). POI are identified by a POI type.

This list shows the POI types available in the HRMS:

Person of Interest Type	Description
00007	External Trainee
000010	Other
000012	Affiliate
000013	Pre-Employment
000015	Security Access
000016	Veterans Administration
000017	Volunteer Clinical Faculty
000018	External Instructor
000020	Volunteer
000021	Visiting Scholar
000023	Affiliate?VA
000024	Affiliate?NJH
000025	Affiliate?DHHA
000026	Affiliate?PSL
000027	Affiliate?Kaiser
000028	Affiliate?Rose

000029	Student Athlete
000030	Student Employment Gap
000031	Regent
000032	Electronic Research Admin
000033	Training Access

Use the [Add a Person document](#) [1] to identify the required and optional fields for POIs.

The POI type "Security Access (00015)" requires a Social Security number, which is not required for all others. However, campus offices, such as information technology, may require Social Security numbers for other POI types.

**Files:**



[add-person.pdf](#)[2]

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**Source URL:** <http://www.cu.edu/node/1460>

**Links:**

[1] <http://www.cu.edu/sites/default/files/add-a-person.pdf>

[2] <http://www.cu.edu/sites/default/files/policies/1460-add-person/files/add-person.pdf>