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EMPLOYEE SERVICES

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Update/Inactivate POI Relationship Information

Use this guide to update or remove a person of interest (POI).

You can use this guide for any change of status or planned exit date for the POI.

NOTE: The Human Resources Management System only requires a Social Security number be added for the security access POI type (00015); however campus offices, such as information technology, may require Social Security numbers for other POI types.

The screen shots used in this guide may not be representative of your access.

[Download the Update/Inactivate POI Relationship Information Form.](#) [1]

Files:

 [Update-POI-Relationship.pdf](#)[1]

Source URL: <http://www.cu.edu/employee-services/policies/updateinactivate-poi-relationship-information>

Links:

[1] http://www.cu.edu/sites/default/files/policies/docs/Update-POI-Relationship_0.pdf