Overview: This guide provides instruction on viewing all employment instances held by employees and all CU affiliation instances held by POIs.

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

1. Navigate to the Person Organizational Summary Page
   - Workforce Administration
   - Personal Information
   - Person Organizational Summary

2. Person Organizational Summary search page displays
   - Enter one or more of the search fields
   - Click Search
3. Person Org Summary page displays

- Employment Instances / Assignments section: Displays CU employment status

  **Note:** In order to see all appointments for an employee you must click the “View All” button.

- POI Instance section: Displays POI Type status

Person Organizational Summary Employee and POI Lookup complete