**Overview:** This guide provides instruction on looking up a Person (POI) who is affiliated with the University. A POI may have multiple affiliations, as well as a paying job with CU.

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

There are three ways to look up and modify POI information. The information needed will determine which way you access the POI data.

- **Maintain a Person’s POI Reltn:**  
  **Navigation:** Home / Workforce Administration / Personal Information / Organizational Relationships / Maintain a Person’s POI Reltn  
  Use this component to research or update a POI’s description, sponsoring department, department contact information and POI begin and planned exit dates. See *Update/Inactivate POI Relationship* step-by-step guide for instructions on how to update POI data.

- **Person Organizational Summary:**  
  **Navigation:** Home / Workforce Administration / Personal Information / Person Organizational Summary  
  Use this component to research a POI’s affiliation type(s) (and employment instances, if applicable) and begin and planned exit dates.

- **Modify a Person:**  
  **Navigation:** Home / Workforce Administration / Personal Information / Modify a Person  
  Use this component to research or update a POI’s personal information, such as name, department, campus box, social security number, home and mailing addresses, phone numbers and email addresses. See *Update Address, Update Department and Campus Box, Update Misc., Phone, Email, and Update Name* step-by-step guides for instructions on how to update POI data.

**NOTE:** HRMS only requires an SSN be added for the Security Access POI Type (00015); however Campus Offices, such as IT, may require SSNs for other POI types.

**Maintain a Person’s POI Reltn:**

1. **Navigate to the Maintain a Person’s POI Reltn page**
   - Workforce Administration
   - Personal Information
   - Organizational Relationships
   - Maintain a Person’s POI Reltn
2. Maintain POI Types search page displays

- Enter one or more of the search fields
- Click

3. Search Results displays, if more than one POI ‘appointment’

- To view both POI appointments click each POI Type link
- Click a POI Type (in this example, 00015)
4. **Edit POI Relationship page displays for POI Type 00015**

- POI Type is Security Access in Employee Services
- Note the most recent status of POI appointment is 'I' (Inactive)

- Click ![Return to Search](image)

5. **Maintain POI Types search page displays**

- Click another POI Type (in this example, 00020)

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**Maintain POI Types**

Enter any information you have and click Search. Leave fields blank for a list of all values.

### Find an Existing Value

- **EmpID:** begins with: \[ 195717 \]
- **Person of Interest Type:** begins with: \[ 00015 \]
- **Name:** begins with: \[ \]

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**Search Results**

<table>
<thead>
<tr>
<th>View All</th>
<th>First</th>
<th>1-2 of 2</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EmpID</strong></td>
<td><strong>Person of Interest Type</strong></td>
<td><strong>Name</strong></td>
<td></td>
</tr>
<tr>
<td>195717</td>
<td>00015</td>
<td>da Vinci, Leonardo</td>
<td></td>
</tr>
<tr>
<td>195717</td>
<td>00020</td>
<td>da Vinci, Leonardo</td>
<td></td>
</tr>
</tbody>
</table>
6. **Edit POI Relationship page displays for POI Type 00020**

- POI Type is Volunteer in Dept of Atmos & Oceanic Science

- Note the status of POI appointment is ‘A’ (Active)

End Maintain a Person’s POI Reltn search

**Person Organizational Summary**

1. **Navigate to the Person Organizational Summary page**

- Workforce Administration
- Personal Information
- Person Organizational Summary
2. **Person Organizational Summary page displays**

- Enter one or more of the search fields
- Click **Search**

3. **Person Org Summary page displays**

- Assignments section:
  - Displays CU employment status
- Person of Interest Instance section:
  - Displays POI type history for employee (in this example, “Other POI Type – Active”)

End Person Organizational Summary search
Modify a Person

1. Navigate to the Modify a Person page
   - Workforce Administration
   - Personal Information
   - Modify a Person

2. Modify a Person / Personal Information search page displays
   - Enter one or more of the search fields
   - Click Search

Personal Information
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

- EmplID:
  - begins with 222158
- Name:
  - begins with
- Last Name:
  - begins with
- Alternate Character Name:
  - begins with

- Include History
- Correct History

Search  Clear  Basic Search  Save Search Criteria

Find an Existing Value | Add a New Value
3. **Personal Information - Biographical Details page displays**

(NOTE: No POI / Employee status information is given in the Personal Information section)

- Click **Contact Information**

4. **Contact Information page displays**

- Review and update information as needed
- Click **Regional**
5. Regional page displays

- Review and update information

- Click [Dept Information/Verifications]

6. Dept Information/
7. Verifications page displays

- Review and update information

End Modify a Person search

POI Lookup complete