



Add a Person of Interest (POI) Worksheet

Give this form to CU Affiliates who do not have a job record (POI).

Example: to track training for compliance purposes for an individual not paid by the University or for security access to University systems.

Section one is to be completed by person of interest. Section two is to be completed by the department.

SECTION ONE: RETURN COMPLETED FORM TO SPONSORING DEPARTMENT- NOT EMPLOYEE SERVICES

Today's Date:		Person ID/ Employee ID (If Applicable):	
First Name:	Middle Name/Initial:	Last Name:	Previous Last Name:
Date of Birth:	Gender:	Prefix (Optional):	Suffix (Optional):
	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Not Disclosed		
Highest Educational Level (Optional):		Marital Status (Optional):	
SSN- Required for security & pre-employment POI types (If you wish to provide verbally, please call your dept. contact):			
Address: <input type="radio"/> Home <input type="radio"/> Mailing			
City:	State:	Postal Code:	
Address 2 (Optional): <input type="radio"/> Home <input type="radio"/> Mailing			
City:	State:	Postal Code:	
Primary Phone Type:		Phone Number:	
<input type="radio"/> Campus <input type="radio"/> Cell <input type="radio"/> Dorm <input type="radio"/> Emergency <input type="radio"/> Business <input type="radio"/> Home <input type="radio"/> Main			
Additional Phone Type (Optional):		Phone Number:	
<input type="radio"/> Campus <input type="radio"/> Cell <input type="radio"/> Dorm <input type="radio"/> Emergency <input type="radio"/> Business <input type="radio"/> Home <input type="radio"/> Main			
Primary Email Type:		Email Address:	
<input type="radio"/> Campus <input type="radio"/> Business <input type="radio"/> Dorm <input type="radio"/> Home			
Additional Email Type (Optional):		Email Address:	
<input type="radio"/> Campus <input type="radio"/> Business <input type="radio"/> Dorm <input type="radio"/> Home			
POI Signature:		Date:	



First Name:	Middle Name/Initials:	Last Name:	Previous Last Name:

SECTION TWO: SPONSORING DEPARTMENT USE ONLY

Effective Date (Date the relationship between the POI and CU becomes active):		Person ID/ Employee ID:	
POI Type 1:	POI Type 2:	POI Type 3:	
Department Name:		Department #:	
Planned Exit Date (Default, 1 year from date of entry):		More Information:	
Sponsoring Department Name:		Sponsoring Department #:	
Sponsor Name:	Sponsor EID:	Sponsor Position #:	Sponsor Phone #:
Sponsor's Signature:			Date:

Most affiliates who are not physically on a CU campus or office use a VPN connection to their sponsoring campus' LAN to access university data and systems. Special arrangements have been made for a few organizations, including Children's Hospital Colorado, National Jewish Hospital and NCAR. Your sponsor will probably know the status for your location. Providing the name of your local IT contact will help resolve access problems, if necessary.

Affiliated Organization Name:	
IT Contact in POI Organization:	IT Contact Phone:

NOTES FOR SPONSORING DEPARTMENT

- Use this form to enter the POI information into HCM and generate a Person ID.
- Click here for [step-by-step guide](#) to adding a POI.
- Inform the POI of his/her Person ID.
- The HCM ID must be on all Security Access Request forms before sending them to your campus security.
- Keep POI worksheet for department records. You do not need to send a copy to ES or UIS.
- A required "Official" email address is the official email for the university and, by policy, must be created by your campus IT department (not the affiliate department). After saving, contact your IT department and provide it with your new POI's Person ID. The morning after the email has been created in the campus email directory, it will be loaded into HCM and other university systems.
- System access granted to POI will terminate one year from the start date, but may be extended up to five years by contacting your campus security coordinators (this can be completed in transaction). Access will not be granted until the POI is set up in HCM and all required trainings are verified.