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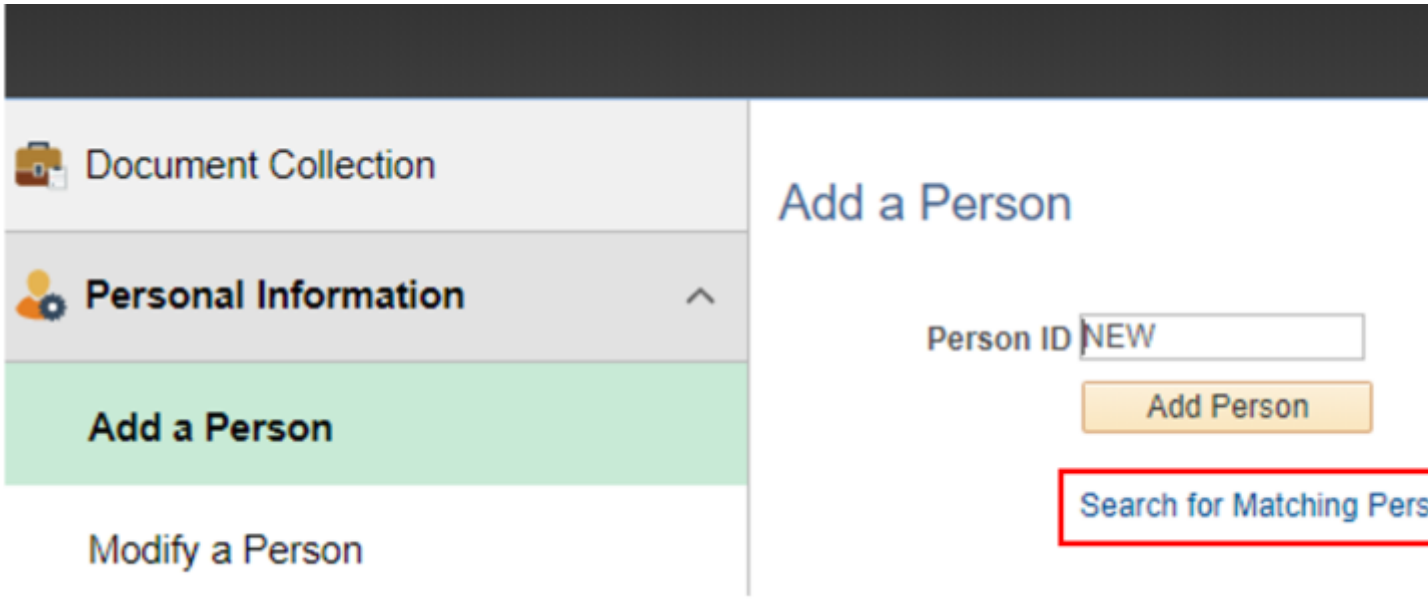
Correctly enter a Person of Interest by following these 3 steps [1]

July 31, 2018 by Employee Services [2]

A common error HCM users make while entering a Person of Interest (POI) is clicking **Save** instead of **Add Relationship** at the end of the process, causing a Person ID to be created in the system.

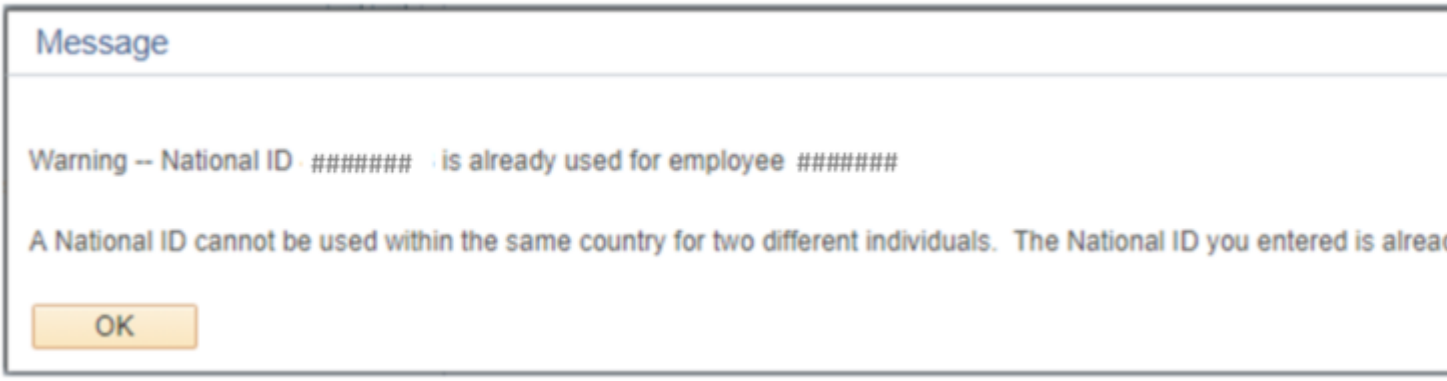
Please ensure you are correctly entering POIs by following these steps:

1. Run the **Job List** query and uncheck **Active ONLY**.
2. **Search for Matching Persons** to verify the correct person by comparing the date of birth.



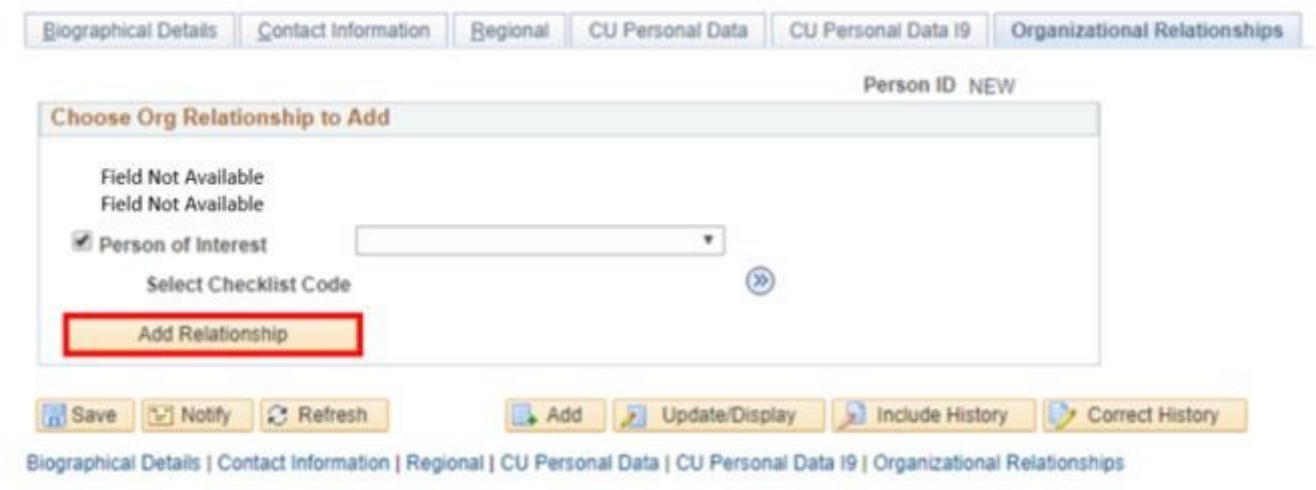
[3]

NOTE: If you receive the warning message below when you are entering the POI, close the tab and research further.

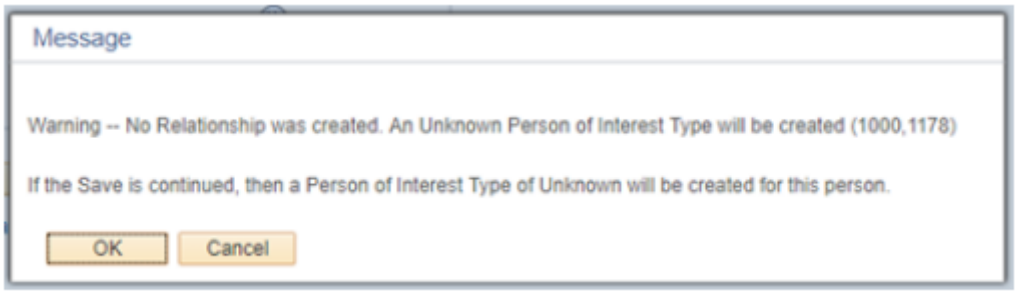


[4]

3. If you search for the person and cannot find them in the system, add them by following the Adding a Person of Interest (POI) step-by-step guide [5]. After their information is entered and you've defined the POI's organizational relationship on the final tab, click **Add Relationship**.



[6]



[7]

Select **Cancel** (not **OK**) or a Person ID will be created. If this ID is assigned, but the process of adding the POI relationship is not complete, you will not be able to find the POI in a search.

If this occurs, please contact the HCM Help Desk at 303-860-4200, option 2, or hcm_community@cu.edu [8].

Person of Interest [9]
Display Title:

Correctly enter a Person of Interest by following these 3 steps
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