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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.

Document Collection	Add a Person
🕹 Personal Information 🛛 🔿	Person ID NEW
Add a Person	Add Person
Modify a Person	Search for Matching Pers

[3]

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

l	Message
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	Warning National ID ######### is already used for employee ########
	A National ID cannot be used within the same country for two different individuals. The National ID you entered is alread
	OK

[4]

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

Choose Org Relation							
Choose Org Relation		Person ID NEW					
choose org Relation	ship to Add						
Field Not Available Field Not Available Person of Interest Select Checkl Add Relationsh	ist Code		*				
Save 💽 Notify	C Refresh	📑 Add	Dpdate/Displa	y 🔊 Include Histor	ry 🚺 Correct Histo	y	
iographical Details Conta	ct Information Regi	onal CU Perso	nal Data CU Persona	i Data 19 Organizationa	I Relationships		



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 <u>hcm_community@cu.edu</u> [8].

POI [9], Person of Interest [10] Display Title:

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Links

[1] https://www.cu.edu/blog/hcm-community/correctly-enter-person-interest-following-these-3-steps [2] https://www.cu.edu/blog/hcm-community/author/10695

[2] https://www.cu.edu/biog/ncm-community/author/10095

[3] https://www.cu.edu/sites/default/files/Search%20for%20Matching%20Persons.png

[4] https://www.cu.edu/sites/default/files/Warning%20Message_0.png [5] https://www.cu.edu/docs/sbs-

adding-person-interest-poi [6] https://www.cu.edu/sites/default/files/Organizational%20Tab.JPG [7] https://www.cu.edu/sites/default/files/No%20Relationship%20Created%20Warning%20Message.png

[8] mailto:hcm_community@cu.edu [9] https://www.cu.edu/blog/hcm-community/tag/poi

[10] https://www.cu.edu/blog/hcm-community/tag/person-of-interest