

## **POI Mass Termination Process begins March 22, two guides available to help users prepare** <sup>[1]</sup>

March 21, 2018 by [Employee Services](#) <sup>[2]</sup>

Person of Interest (POI) records that are active in HCM beyond their planned exit date will be inactivated during the monthly [POI Mass Termination Process](#) <sup>[3]</sup> on **March 22**.

### **Identify expired records or reactivate a POI with these guides**

Ensure POI records are inactivated correctly and walk through the process for reactivating a POI with the two step-by-step guides below.

#### **Identifying POI Records for Extended Expiration**

To ensure POI records are inactivated correctly, each campus department must run the POI report outlined in the [Identifying POI Records for Extended Expiration guide](#) <sup>[4]</sup> to detect expired POI records and update them accordingly.

#### **Reactivating a Person of Interest (POI)**

POI records inactivated during the mass termination process will lose their access to important software, systems and buildings. Use the [Reactivating a Person of Interest guide](#) <sup>[4]</sup> to walk through the process of reactivating a terminated POI.

### **Update POI records regularly**

The procedure to identify POI records for extended expiration should be completed on a regular basis. This will maintain the system and ensure POIs are inactivated correctly during future mass termination processes.

If you have questions, please reach out to [hcm\\_community@cu.edu](mailto:hcm_community@cu.edu) <sup>[5]</sup>.

[POI](#) <sup>[6]</sup>, [Mass Termination](#) <sup>[7]</sup>

#### **Display Title:**

POI Mass Termination Process begins March 22, two guides available to help users prepare

#### **Send email when Published:**

Yes

---

**Source URL:** <https://www.cu.edu/blog/hcm-community/poi-mass-termination-process-begins-march-22-two-guides-available-help-users>

#### **Links**

<sup>[1]</sup> <https://www.cu.edu/blog/hcm-community/poi-mass-termination-process-begins-march-22-two-guides-available-help-users> <sup>[2]</sup> <https://www.cu.edu/blog/hcm-community/author/10695>

<sup>[3]</sup> <https://www.cu.edu/blog/hcm-community/update-expired-poi-records-they-are-inactivated-march>

<sup>[4]</sup> <https://www.cu.edu/docs/sbs-maintaining-poi>

[5] [mailto:hcm\\_community@cu.edu](mailto:hcm_community@cu.edu) [6] <https://www.cu.edu/blog/hcm-community/tag/poi>  
[7] <https://www.cu.edu/blog/hcm-community/tag/mass-termination>