

POI Mass Termination Process begins March 22, two guides available to help users prepare ^[1]

March 21, 2018 by [Employee Services](#) ^[2]

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](#) ^[3] 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](#) ^[4] 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](#) ^[4] 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 ^[5].

[Person of Interest](#) ^[6]

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

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

[5] mailto:hcm_community@cu.edu [6] <https://www.cu.edu/blog/hcm-community/tag/person-of-interest>