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Update expired POI records before they are inactivated in March [1]

January 30, 2018 by Employee Services [2]

Many Person of Interest (POI) records remain active in HCM beyond their planned exit date. To avoid inactivation of these records, update them before the mass termination process [3] begins in March 22.

To do: Update your POI records before March

The POI Mass Termination Process will be **implemented in March and run monthly thereafter**.

To ensure POI records are inactivated correctly, each campus department must run the POI Report outlined in this step-by-step guide [4] to identify expired POI records and update them accordingly. Campus liaisons should begin running reports and reviewing POI records immediately.

Extending the planned exit date for a POI is easily completed. Need some guidance? A step-by-step guide [4] detailing this procedure is available.

Learn how to:

- Run the POI Report to identify active POI records with expired planned exit dates.
- Download and sort the report results.
- Extend the POI planned expiration date or otherwise correct POI statuses.

Expired POI records will be inactivated

POI records that are not updated will be inactivated. When this happens, POIs will lose their access to important software, systems and buildings. Access reactivation is not instantaneous and can cause an inability to complete critical duties.

Keep POI records updated

Please complete this process on a regular basis to maintain the system and ensure POIs are inactivated correctly.

Questions? Please reach out to hcm_community@cu.edu [5].

Person of Interest [6]
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