

Update Person of Interest (POI) records before they are inactivated ^[1]

September 8, 2017 by [Employee Services](#) ^[2]

Many POI records remain active in HCM beyond their planned exit date. To avoid inactivation of these records, it is imperative they are updated prior to the [mass termination process](#) ^[3] that begins **January 2018**.

Update your Person of Interest (POI) records immediately

The POI Mass Termination Process will be implemented beginning **January 2018**. To ensure POI records are inactivated correctly, each campus department must run the POI Report outlined in the [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**.

POI records that are not updated 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**. Reactivation of access is not instantaneous and can cause an **inability to complete critical work duties**.

Complete the process with the help of our step-by-step guide

Extending the planned exit date for a POI is easily completed through the Smart ePAR form. 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.

Keep POI records updated

This process must be completed on a regular basis to maintain the system and ensure POIs are inactivated correctly.

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

[POI](#) ^[6], [Person of Interest](#) ^[7], [Mass Termination](#) ^[8]

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[1] <https://www.cu.edu/blog/hcm-community/update-person-interest-poi-records-they-are-inactivated>

[2] <https://www.cu.edu/blog/hcm-community/author/10695>

[3] <https://www.cu.edu/blog/hcm-community/poi-mass-termination-process-be-implemented-hcm>

[4] <https://www.cu.edu/docs/jaid-person-interest-poi-types>

[5] mailto:hcm_community@cu.edu

[6] <https://www.cu.edu/blog/hcm-community/tag/poi>

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

[8] <https://www.cu.edu/blog/hcm-community/tag/mass-termination>