Update to SSN requirements for persons of interest (POIs) [1]

December 20, 2024 by Employee Services [2]

The University of Colorado uses person of interest (POI) categories to manage non-paid individuals (such as volunteers, visiting scholars, affiliates, etc.) who are allowed access to certain university platforms.

Starting Jan. 1, POI Type 00015, Security Access, will no longer require a Social Security number. This POI Type includes individuals who require security access to systems like HCM, Finance (FIN) or the Central information Warehouse (CIW).

There is an exception for two campuses: CU Denver and Anschutz Medical Campus [3]. These campuses will require the last five digits of the SSN, preceded by x's.

Best practices for SSN entry for POIs

There are varying requirements for SSN entry in POI records — POI type 00013 requires an SSN in all instances, but other types may or may not require a SSN depending on your campus.

To see more about POI types and the process of adding one to HCM, view the related guides:

- Adding a Person of Interest (POI) [4]
- Person of Interest (POI) Types [5]
- Adding an Additional POI Type to a Person of Interest (POI) [6]
- Maintaining a POI Relationship [7]
- Adding a Person of Interest (POI) Worksheet [6]
- Social Security Numbers Procedural Statement [8]

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