

8.9 HRMS Step by Step Guide

Add (or Add Additional) POI Relationship - Workforce Administration Module

Overview: This guide provides instruction for:

- a) Adding an additional POI (Person) relationship. A POI may have multiple affiliations with the University without having a job record
- b) Completing a previous POI entry that resulted in the POI defaulting to 'POI Unknown' – and visible only in Modify a Person and has no SkillPort access

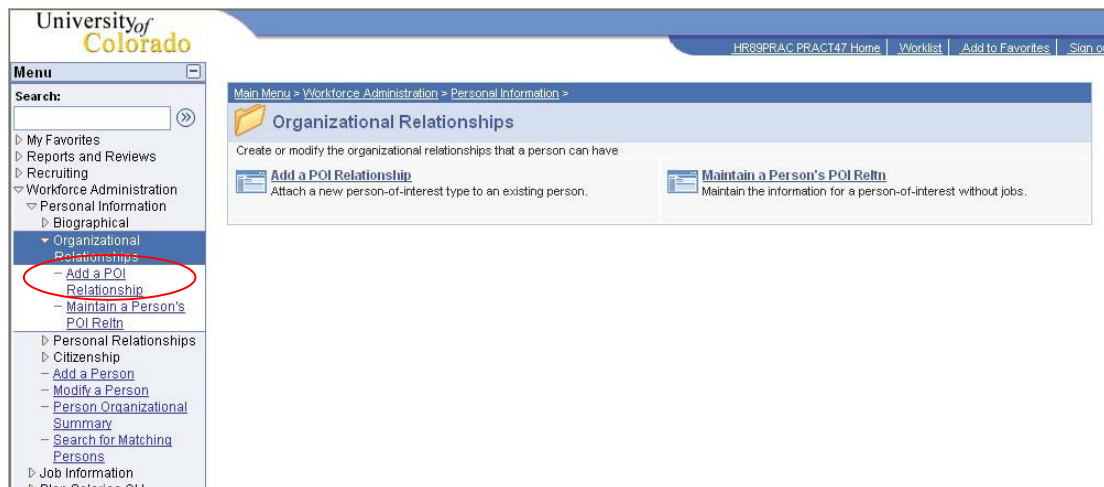
The list below shows the POI types available in HRMS. This document will identify the required and optional fields for adding an additional POI relationship; however, the *POI type with Security Access requires a SSN* which is not required for the other POI types.

Person of Interest Type	Description
00007	External Trainee
00010	Other
00012	Affiliate
00013	Pre-Employment
00015	Security Access
00016	Veterans Administration
00017	Volunteer Clinical Faculty
00018	External Instructor
00020	Volunteer
00021	Visiting Scholar
00023	Affiliate - VA
00024	Affiliate - NJH
00025	Affiliate - DHHA
00026	Affiliate - PSL
00027	Affiliate - Kaiser
00028	Affiliate - Rose
00029	Student Athlete
00030	Summer Employment Gap
00031	Regent
00032	Electronic Research Admin
00033	Training Access

Note: The screen shots used in this guide may not be representative of your access.

1. Navigate to Add POI Relationship

- ☐ Workforce Administration
- ☐ Personal Information
- ☐ Organizational Relationships
- ☐ Add a POI Relationship





2. Add new POI Type search page displays

- ☐ Enter EmplID (POI ID)
- ☐ Enter POI Type
- ☐ Click **Add**
- ☐ Note: If entering Security Access POI type, system will open Personal Information / Biographical Details page for inclusion of SSN. Enter SSN and Click **OK**; system will return to Add Person of Interest page (Step 3. below)

Add new POI TYPE


Add a New Value

EmplID: 

Person of Interest Type: 

Add

3. Add Person of Interest page displays

- ☐ Update the Sponsoring Dept
- ☐ Update the Current Contact EmplID
- ☐ Effective date defaults to current (system) date
- ☐ Status defaults to 'A' (Active)
- ☐ Planned Exit date defaults to one year from the effective date. Change if appropriate
- ☐ More Information section: enter additional information as appropriate
- ☐ Click  . **This page MUST BE SAVED, regardless of whether any changes were made!**
 - ☐ If not saved, this POI entry will default to a status of POI Unknown, and be visible only in Modify a Person and POI will not be added to SkillPort. To fix this, and finish the POI entry, refer to [Add Additional POI Relationship](#) step-by-step guide

Add Person of Interest

Clapton, Eric

Emplid: 190593

Person of Interest Type: Volunteer Clinical Faculty

Sponsoring Department: 20029 SOM - Dean-School of Medicine

Originally entered by: 190023 Operator, Practice ID

Current Contact: 190023 Operator, Practice ID

Security Data

Find | View All First 1 of 1 Last

Effective Date: 05/02/2007 Get Enabled Security Types

Customize | Find First 1 of 1 Last

Security Access Type	Enabled	Value 1	Value 2
BUSINESS UNIT	<input checked="" type="checkbox"/>	Business Unit	UCOLO

Person of Interest History

Customize | Find First 1 of 1 Last

	*Effective Date	*Status	Planned Exit	More Information
1	05/02/2007	A	05/02/2008	

Save

Notify

4. To view all jobs and POI types for a Person (POI and/or EE), navigate to:

- ☐ Workforce Administration
- ☐ Personal Information
- ☐ [Person Organizational Summary](#)
- ☐ **Note:** There is no row-level security for this search

5. Person Organizational Summary page displays

- ☐ Search by EmplID or Name
- ☐ Click [Search](#)

Person Organizational Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:	begins with	<input type="text" value="190593"/>
Name:	begins with	<input type="text"/>
Alternate Employee ID:	begins with	<input type="text"/>
Last 4 SSN:	begins with	<input type="text"/>

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

6. Person Org Summary page displays

- ☐ Note: If Person has a job(s) in addition to POI type(s), the Employment Instances - Assignments section would be visible on this page as well

Person Org Summary

Clapton, Eric

Emplid: 190593

Person of Interest Instance				
Person of Interest Type	Empl rcd#	Status	Begin Date/	End Date
Volunteer Clinical Faculty		Active	05/02/2007	05/02/2008
Volunteer		Active	03/01/2007	03/01/2008

[Return to Search](#) [Notify](#)

Add (or Add Additional) POI Relationship complete