## CU 8.9 HRMS Step by Step Guide Person Organizational Summary Employee and POI Lookup

Overview: This guide provides instruction on viewing all employment instances held by employees and all CU affiliation instances held by POIs.

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

<ol> <li>Navigate to the Person Organizational Summary Page</li> <li>Workforce Administration</li> <li>Personal Information</li> <li>Person Organizational Summary</li> </ol>	University Colorado	King a York Acces Adversion France and employees     Personal Information     Add a new person to the system     Add a new person to the system     Add a new person to the system     Search for people in the database using floxible Search/Match     crema     Subject FICA Notification Page     Student FICA Notification Page     Student FICA Notification Page     Disability     Disability     Constitute	Modif a Person Modify a person's basic information, such as name and containtremation.     Modify a person's basic information, such as name and containtermation.     Modify a person's bosic information for a person including names.     Modify a Person     Modi	SQA.821207.tions     Workint     Add to Laworking     Space
<ul> <li>2. Person Organizational Summary search page displays</li> <li>Enter one or more of the search fields</li> <li>Click</li> </ul>	Person Orgar Enter any informa Find an Existin EmpIID: Name: Last Name: Alternate Charace Search	nizational Summary tion you have and click Search. g Value begins with ♥ begins with ♥ cter Name: begins with ♥ Clear Basic Search   Sav	Leave fields blank for a list of a	all values.

- 3. Person Org Summary page displays
  - Employment Instances / Assignments section: Displays CU employment status

**Note**: In order to see all appointments for an employee you must click the "View All" button View All

 POI Instance section: Displays POI Type status

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ſest, A				Person ID:	10486	7	
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## Person Organizational Summary Employee and POI Lookup complete