

PeopleSoft HRMS 8.9 – POI Form Instructions

Purpose: Person of Interest (POI) is used to request a PS ID for a non-employee, non-student. PS IDs are needed for access to many campus services, including parking, email and Cougar1Card.

PeopleSoft HRMS 8.9 Navigation

UHS HRMS HR > Forms > POI - Form

Always use Search for People to look up new people to determine if there is an existing PS ID. Since we now share the database with students, employees and other persons of interest, the majority of people you work with will already have an ID.

If you do not find the person, use the POI form to request a PS ID for a Person of Interest (POI).

POI - Form

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

[Find an Existing Value](#) [Add a New Value](#)

Click Add a New Value

UHS POI ID:	begins with ▼	
EmplID:	begins with ▼	
First Name:	begins with ▼	
Last Name:	begins with ▼	
Person of Interest Type:	begins with ▼	
Description:	begins with ▼	
UHS PS Access:	begins with ▼	

☐ Include History ☐ Case Sensitive

Search

Clear

[Basic Search](#)

 [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

POI - Form

[Find an Existing Value](#) [Add a New Value](#)

UHS POI ID:

Add


Click Add

[Find an Existing Value](#) | [Add a New Value](#)

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Effective Date automatically populates with current date.



POI Form



POI ID: NEW EmplID: NEW  [Print POI Form](#)


APPLICANT DETAIL

Effective Date: 05/15/2008

*First Name: Mid Name: *Last Name:



SSN: Birth Country: USA  *Date of Birth:  *Gender:




Driver Lic Country: USA  Drivers License State:  DL Nbr:


Visa/Permit Type  Visa/Permit Number:

ORGANIZATIONAL RELATIONSHIP

Security Set: PPLPOI

*Security Access Type: 006  Business Unit Value 1: HR730 

*POI Type:  *POI Effective Date:  *Planned Exit Date: 08/31/2008 

*Sponsor EmplID:  Sponsor Deptid:

Sponsor Email:

More Information:

Required Fields:

Applicant Detail

Unique information about the person. Enter as much information as you can obtain from the person to reduce the number of duplicates in the system.

First Name
Last Name
Date of Birth
Gender
At least one unique ID:

SSN	– SSN is required for access to PeopleSoft
Drivers License	– Drivers license state and number
Visa/Permit	– Visa type and number or SEVIS number

Organizational Relationship

Defines the relationship that this person has with the university, and documents the employee who is sponsoring this person.

Security Access Type	– Automatically populates to Business Unit
Value 1	– Business Unit HR730 automatically populates
POI Type	– Choose type from the attached POI Type Chart
POI Effective Date	– Date the person needs services to begin
Planned Exit Date	– Defaults to the end of the current fiscal year. All POI's must have an exit date for security purposes. POI access must be renewed each fiscal year.

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Sponsor Empl ID

– Sponsor's Empl ID, Name, Deptid, Phone, Email and POI DL# will populate into the More Information field for tracking purposes.

APPLICANT BIOGRAPHICAL DETAIL

Contact Information View All First 1 of 1 Last

*Address Type:

*Address Line 1:

Address Line 2:

Address Line 3:

*City: County

State: Country: USA *Postal Code:

Phone Information View All First 1 of 1 Last

*Phone Type

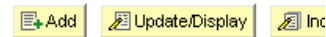
Telephone

*Valid email address and SSN is needed if access is required to Peoplesoft.

Email Addresses

Email Address

[Print POI Form](#)



Applicant Biographical Detail

Contact information for the person. Enter as much information as you can obtain from the person to reduce the number of duplicates in the system.

Required Fields:

Home address is required.

Address Type – Select 'Home'

Address Line 1 – Street Address

City

State

Postal Code

Multiple addresses are allowed. If another address is needed, click the Plus sign on the right side of the box to insert another row and choose the other address type.

Home phone number is required.

Phone Type – Select 'Home'

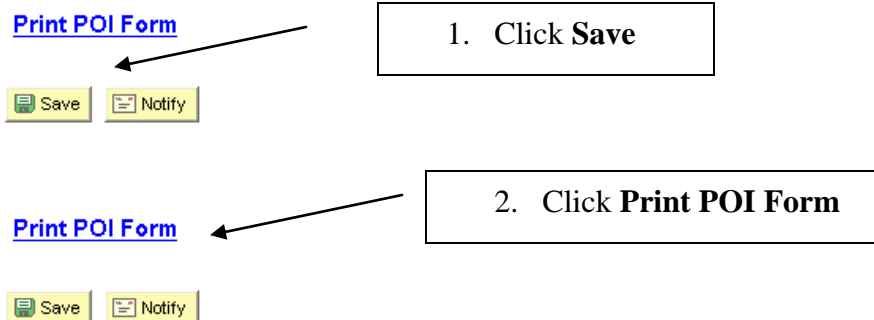
Telephone – Phone number without dashes or slashes

Multiple phone numbers are allowed. If another phone number is needed, click the Plus sign on the right side of the box to insert another row and choose the other phone type.

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Note: SSN and Email address are required for access to PeopleSoft. See POI Type Chart for types that automate PeopleSoft Access.

Email Address – Personal email address such as Yahoo or Hotmail



Save and Print the Form. Sign by your name in the Prepared By Section and submit the form to HRIM for processing. (If this is a faculty POI, submit the form to Faculty Affairs for processing.)

HR will enter and then send the sponsor an email with the new PS ID. Once your POI has a PS ID, you may contact campus service offices to request services. Each campus service office may have a separate request form.

Person Of Interest (POI) Types

				UH Services Automated					
POI Id	POI Type	Group	Definiton	PeopleSoft Access	One Card	WebCT Academic	WebCT HR	TSS	Library
00100	Auditors	State Auditors & External Auditors	State auditors may require view access to PeopleSoft, CougarNet, Outlook, UH facilities for an unknown duration.	Y	Y	N	N	Y	N
00101	Consultants	Consultants	Consultants used to assist technical and functional communities to complete a major project. Time on site is indefinite. Some may require remote access.	Y	Y	N	Y	Y	N
00102	Future Emp	Future Employees	Future Employees entered as a POI until PAR for job setup arrives.	Y	Y	Y	Y	Y	N
00103	Guests	Employee Spouse	Need card access to UH and UHd services & facilities	N	Y	N	N	Y	N
00104	Intl Student Dependents	Intl Student Dependents	Dependents of International Students needed in PS to support I20 form.	N	N	N	N	N	N
00105	Temps	Temps	Persons hired from temp agencies to perform a specific task for a short duration. Some will require access to PeopleSoft.	Y	Y	N	Y	Y	N
00200	Non-Paid Faculty	Honorary Instructors	Instructors not on payroll but require access.	Y	Y	Y	Y	Y	Y
00220	Non-Paid Faculty	ROTC Faculty	ROTC faculty may require special access.	Y	Y	Y	Y	Y	Y
00230	Non-Paid Guest Faculty	Visiting & Guest Research Faculty	Visiting & guest faculty who are not on payroll who may require access to CougarNet, email, UH facilities	Y	Y	N	Y	Y	Y
00300	Other Campus Personnel	nonaffiliated college employees	Victoria College, Wharton College employees require access to UHV student records.	Y	Y	N	N	Y	N
00310	Other Campus Personnel	Off Campus Vendors	Campus vendors may require access to UH facilities, CougarNet, Outlook, meal plan.	N	Y	N	N	Y	N
00320	Other Campus Personnel	On Campus Vendors	Aramark & bookstore staff may require access to UH facilities, CougarNet, Outlook, meal plan.	N	Y	N	N	Y	N
00330	Other Campus Personnel	Religious Center	Religious Center may require access to UH facilities, CougarNet, Outlook, meal plan.	N	Y	N	N	Y	N
00340	Other Campus Personnel	Volunteers & Board of Regents	Volunteers may assist within any organizational unit and may need access or email accounts.	N	Y	N	N	Y	N
00400	Other Students	Students not in UH, UHV, or UHC taking WebCT courses or continuing Ed classes	non-UHS Students taking WebCT courses, continuing ed, or facilities	N	Y	Y	N	Y	N
00410	Other Students	UHD Students using UH facilities	UHD Students using UH facilities.	N	Y	Y	N	Y	N
00420	Other Students	LCC Student Applicants	LCC Applicants who are not also UH students.	Y	N	N	N	N	N
00421	Other Students	LCC Students	LCC Students who are not also UH students.	Y	Y	Y	N	Y	Y
00500	Retirees	Retirees	Retirees from both legacy and PS. Need to know if they were ORP or TRS.	N	Y	N	Y	Y	N