1. What is a POI (Person of Interest)?

A POI is a non-employee individual who needs access to UH systems or affiliation. Examples include visiting faculty, future employees, contractors, and consultants.

2. When should I use the POI form?

Use the POI form to:

- Grant limited access to UH systems/resources
- Establish affiliation without hiring
- Onboard non-paid individuals with defined roles

3. Can POI access be extended?

Yes, the end date can be updated within the allowed duration for the selected POI type by creating a new POI form

4. Can the POI Type be changed after submission?

No. You must inactivate the existing POI and create a new one with the correct type.

5. How do I terminate or deactivate a POI?

Use the **"Inactivate"** option, which is available only to users with the initiator role and access to the sponsor's department. Only active POIs can be inactivated.

6. Who can initiate a POI form?

Only users with the **Initiator role** can initiate a POI form. This includes HR, DBA, and other designated personnel depending on campus and POI type.

7. What information is required to add a POI?

You must provide:

- First Name, Last Name, Date of Birth
- POI Type, Start Date, Sponsor ID
- Contact Information (address, phone, email)
- Identification Information (DOB, Gender, SSN or other ID)
- POI- Sponsor Form

8. Is SSN mandatory for all POI types?

No. SSN is mandatory only for:

- Temps
- NonPd ROTC
- OCP – Non Affiliated College Employee
- Retiree
- Former Employee
- NonPd Fac LCC Instructors

9. How do I know if someone already has a POI or job record?

Use the search screen in PeopleSoft. Icons indicate:

- Green in **Job** column = Job data exists
- Green in **Act** column = Active job
- Green in **POI** column = Active POI

10. What happens after submitting a POI form?

- The form enters a workflow for approval
- You can track status via the **Form History** and **Transaction Log**
- System access (email, ID, etc.) is granted upon approval

11. Can I attach documents to the POI form?

Yes. Use the **“Add Document”** option in the Submit Form tab and select a description from the dropdown. You cannot attach a document once the ePOI has been executed.

12. What does the “Hold” option do?

It allows the initiator to pause the form submission. The form can later be submitted via the **Resubmit an eForm** page.

13. Who can push back a POI form?

Only HR can push back a form to the Department Business Administrator (DBA). The DBA cannot push it back to the initiator.

14. Can I view previously submitted POI forms?

Yes. Use the **View an eForm** page to search by eForm ID, employee info, department, or status.

15. What are common mistakes to avoid?

- Creating duplicate entries
- Selecting incorrect POI Type
- Entering invalid SSN or DOB
- Providing incorrect contact info
- Missing system access flags

16. What determines the POI’s access and workflow?

The **POI Type** determines:

- System access (e.g., PeopleSoft, Campus Card, Library, Parking)
- Approval workflow

- Auto-generated end date

17. Can I override auto-populated contact info?

Yes. Initiators can update or override address, phone, and email fields that are auto-filled from existing POI records.

18. Who do I contact for help?

📨 Email: hrpsoft@uh.edu & Hrrec@uh.edu