

Person of Interest (POI) Worksheet

For individuals who do not have a job record with the CU system. Example: to track training for compliance purposes for an individual not paid by the University, or for security access to University systems. This form is designed to be utilized for entry into HCM by the sponsoring department.
The data may be entered and signed electronically before printing.

- Affiliate:** Use this type for persons who have an affiliation with the university but are employed by another company
- External Instructors:** Use this type for external instructors who need a university ID but are not paid by the university
- Other:** All others, such as temporary agency employees, not paid by the university
- Pre-Employment:** Use this type for persons who will be future UCCS employees so they may receive access prior to actual hire (start) date
- Security:** Use this type for persons who need security access to a university system such as HCM, Finance, CIW (SSN required)
- Visiting Scholar:** Use this type for Visiting Scholars who need a university ID or parking but are not paid by the university
- Volunteer:** Use this type for persons who volunteer at the university but are not paid

Biographical Details			
Effective Date: Date the relationship between the POI and CU becomes active			
Name: (First, Middle Initial, Last)			
Date of Birth: (required)	Gender: (required)	SSN: (required)	
Affiliated Organization Name:			
Contact Information:			
Mailing Address:			
City:	State:	Postal Code:	
Preferred Phone Number:		Other Phone Number:	
Type:	(1) - -	Type:	(1) - -
Organizational Relationships: If other is selected, explain below:			
Person of Interest Type:			
(Choose one) See above examples			
Relationship Data:			
Sponsoring Department #:	Sponsoring Department Name:		
POI Signature:	Date:		

