New Person of Interest (POI) Form

Human Resources
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Key Highlights of the New POI Form

- System Stability
- Improved Search Capabilities
- Department Business Administrator Approval
- Inactivate feature
- Training & Support
  - PowerPoint
  - Video
- Technical Preparation & Timeline
    - Soft implementation – mid-July
    - Website and Helpdesk content updates
    - Revised PDF request forms
    - Seamless Security Access transition

New Features – Navigation

- 1. Navigation
  - Main Menu → UHS HRMS EFORMS→ UHS eForms Home Page
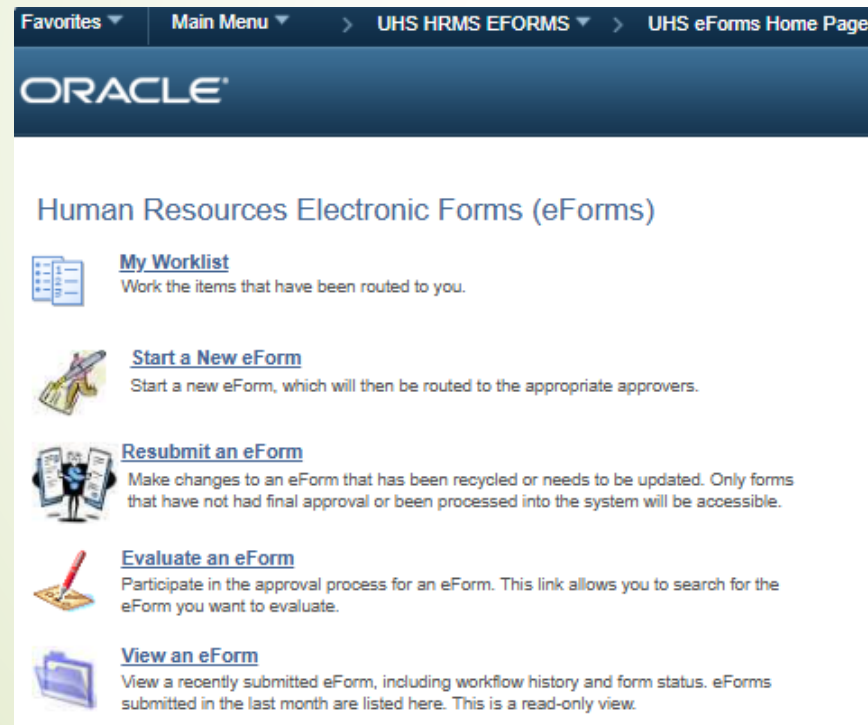
New Features – Search

- 2. Search page:
  - Active POI Results – shows active POI information.
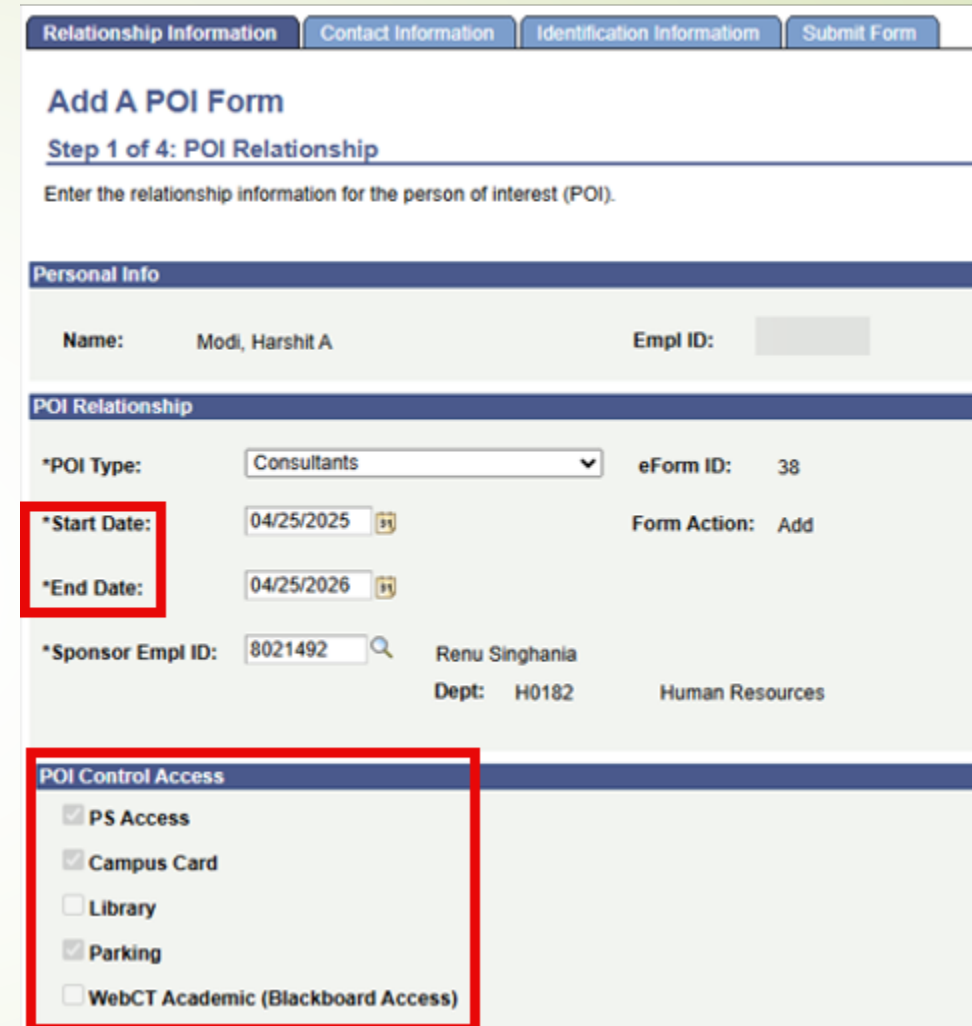 - Inactivate – inactive POI.

New Features – Form

- 3. Dates
  - Start Date - Up to 1 day in the past.
  - End Date - Up to 60 days in the future.

- 4. POI Control Access
  - Displays the specific system interfaces where the POI data record will be transmitted.

New Features – Roles and Workflow

- 5. Roles
  - Department Initiator
    - Hold and Submit
  - **Department Business Administrator**
    - Approve and Deny
  - Human Resources
    - Approve, Deny, Push Back

- 6. Push Back
  - This action routes the form back to the previous approver role – not to the original initiator.
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New Features – Misc

- 7. [ePOI Sponsor Application Form](#)
  - DocuSign.
  - The form will be updated to include verbiage on Texas Executive Order GA-48.
  - The form will be mandatory.

- 8. Questions.