



# New Person of Interest (POI) Form

Human Resources  
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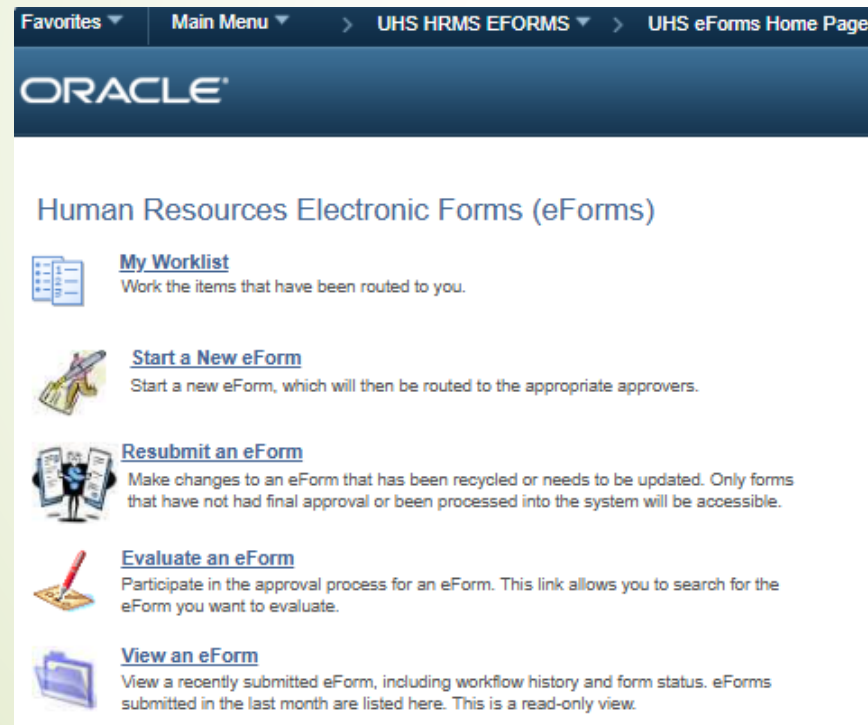
# Key Highlights of the New POI Form

- 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.

Search Fields

Empl ID:  
0407789

\*First Name:

Middle Name:

\*Last Name:

\*Date of Birth:

Social Security #:

Gender:  
▼

Clear

Search

Job Results

Personalize | Find | First 1 of 1 Last

	Add	Job Info	Job	Act	POI	Empl ID	Name	Preferred Name	Gender	Date of Birth	National ID
1	Add					0407789	Mouse,Micky C	Mouse,Micky	Female	05/12	*****7502

Active POI Results

Personalize | Find | View All | First 1 of 1 Last

	Inactivate	Empl ID	POI Type	Description	Start Date	End Date	Name	Sponsor Id	Sponsor Name	Bus Unit	Sponsor's Dept Id	Sponsor's Dept Name
1	Inactivate	0407789	00106	Future Faculty Employees	03/03/2025	03/03/2026	Mouse,Micky C	1007522	Gonzalez,Valeria Berenice	HR730	H0086	English

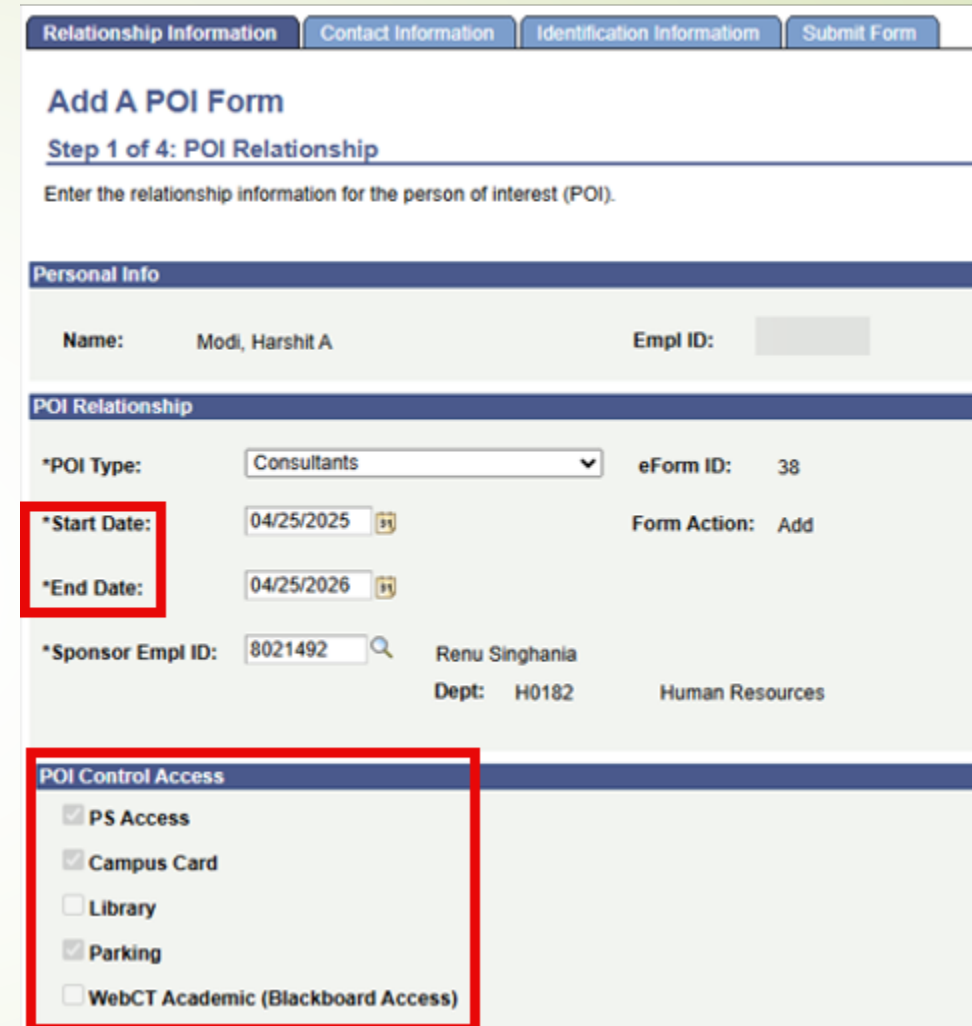
# New Features – Form

## ➤ 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.



Relationship Information | Contact Information | Identification Information | Submit Form

### Add A POI Form

Step 1 of 4: POI Relationship

Enter the relationship information for the person of interest (POI).

#### Personal Info

Name: Modi, Harshit A      Empl ID:

#### POI Relationship

\*POI Type: Consultants      eForm ID: 38

\*Start Date: 04/25/2025      Form Action: Add

\*End Date: 04/25/2026

\*Sponsor Empl ID: 8021492      Renu Singhania  
Dept: H0182      Human Resources

#### POI Control Access

- ☒ PS Access
- ☒ Campus Card
- ☐ Library
- ☒ Parking
- ☐ WebCT Academic (Blackboard Access)

# 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.



# 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.