



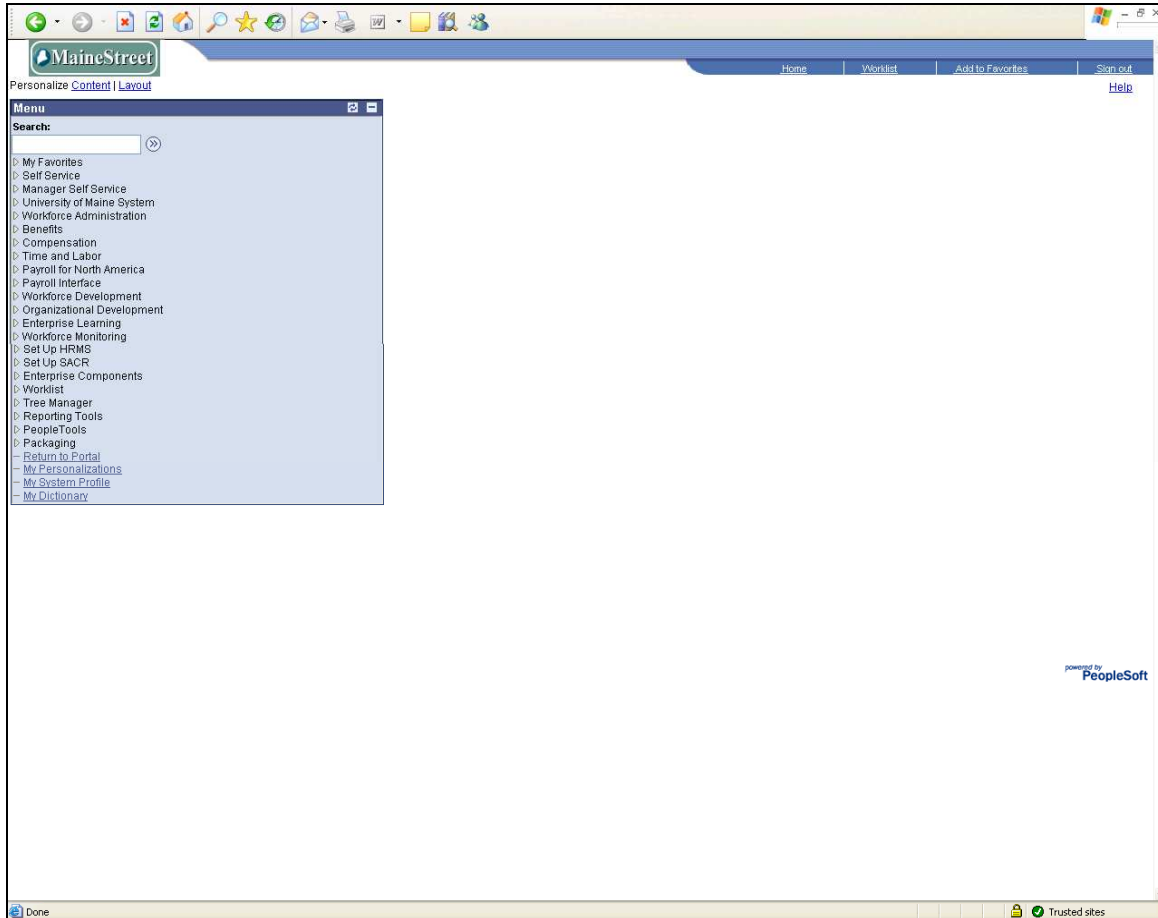
File Name	Adding POI Instance_BUSPROC.doc
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Last Changed by	Ann M. Flood
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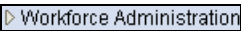
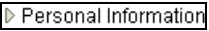
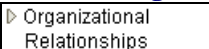
Adding POI Instance

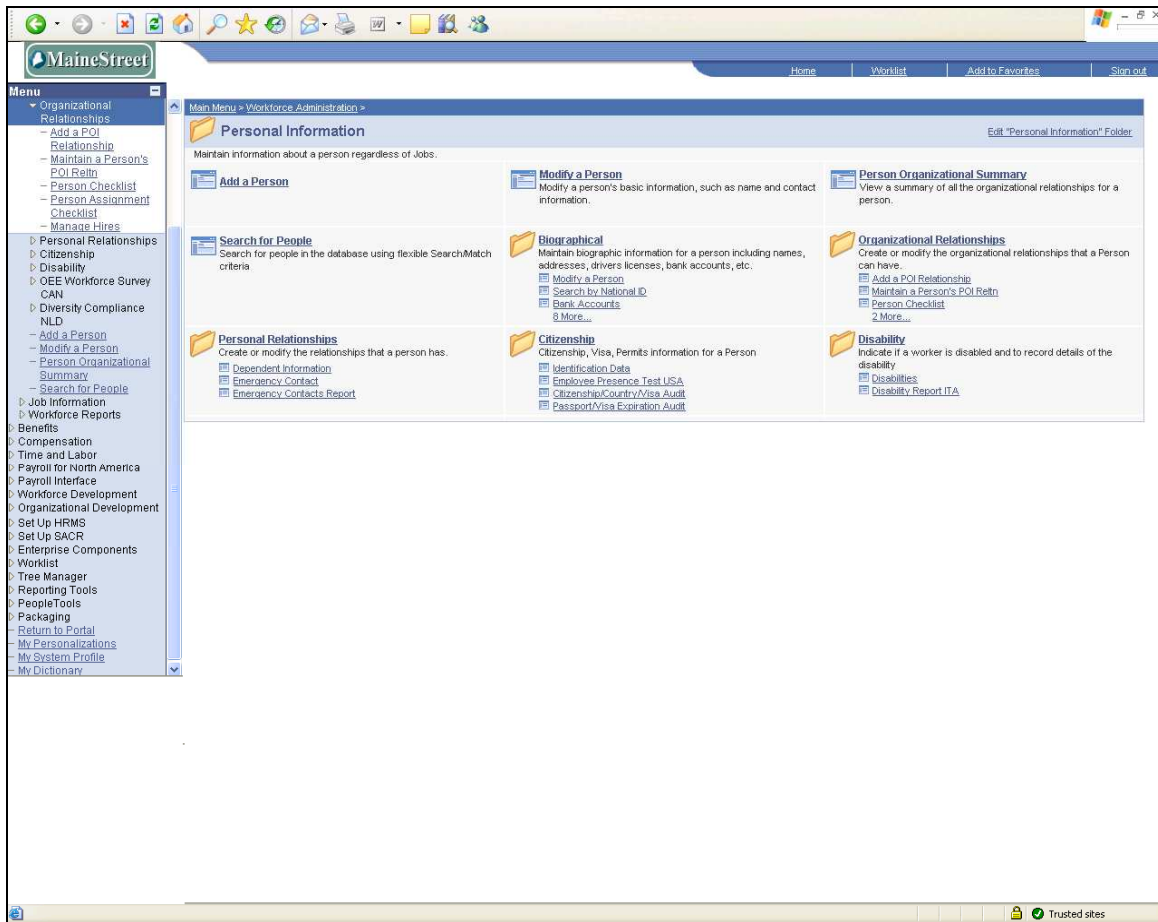
Add an additional POI Instance to an existing POI record

Please refer to: <http://www.maine.edu/pdf/UsingUPK.pdf>

Procedure



Step	Action
1.	Click the Workforce Administration link. 
2.	Click the Personal Information link. 
3.	Click the Organizational Relationships link. 



Step	Action
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4.	Click the Maintain a Person's POI Reltn link.
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Process Document

HRMS: Adding POI Instance



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

Find an Existing Value

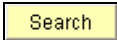
EmpIID: begins with [dropdown] [input]
Person of Interest Type: begins with [dropdown] [input]
Name: begins with [dropdown] [input]
Last Name: begins with [dropdown] [input]
Second Name: begins with [dropdown] [input]
Second Last Name: begins with [dropdown] [input]
Alternate Character Name: begins with [dropdown] [input]

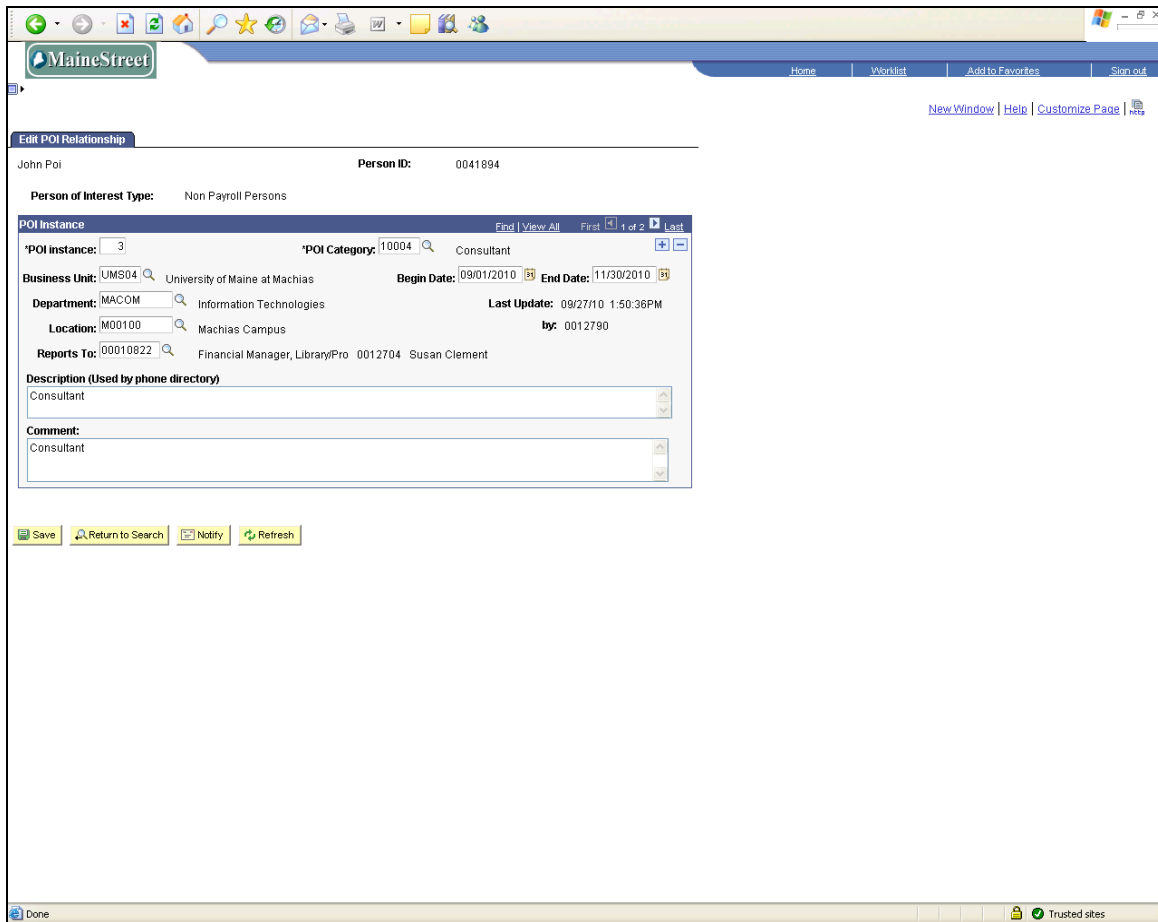
Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Step	Action
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- | | |
|----|---|
| 5. | Enter the desired information into the EmpIID field. |
| 6. | Click the Search button. |





Step	Action
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7.	Click the Plus (+) key to add a new row.
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8.	Enter the desired information into the POI instance field.
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9.	Click the Look up POI Category button.
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Process Document

HRMS: Adding POI Instance




Look Up POI Category

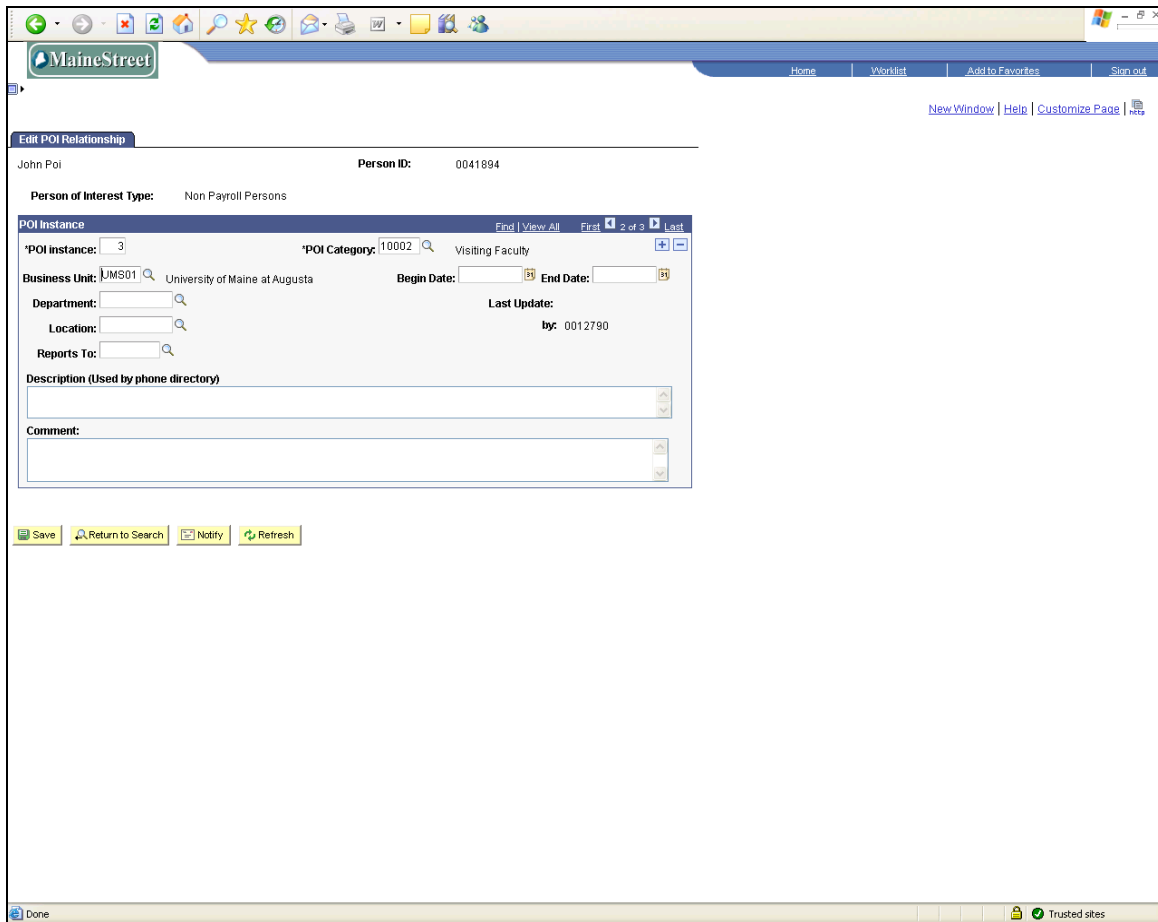
POI Category: begins with


Look Up Clear Cancel Basic Lookup


Search Results

POI Category	Short Description	Description
10001	Emeritus	Emeritus Faculty
10002	Visit Fac.	Visiting Faculty
10003	Pre-Hire	Pre-Hire
10004	Consultant	Consultant
10005	Volunteer	Volunteer
10006	Alumni	Alumni
10007	Retiree	Retiree
10008	Approver	Off Campus Approver
10009	Contractor	Contractor
10010	Intern	Intern
10011	Supervisor	Non-Employee Supervisor
10012	Gov. Agent	Government Agency
10013	Health Ctr	Health Center
10014	Asst.Coach	Assistant Coach
10015	Recruiter	Admission Recruiter
10016	Grad. Adv.	Graduate Advisor
10017	Military	Military Instructor
10018	Hire Fac.	Pre-Hire Faculty
10019	NonSal Fac	Non-Salaried Faculty

- | Step | Action |
|------|---|
| 10. | Click an entry in the Description column.
Visiting Faculty |
| 11. | Click the Look up Business Unit button.
 |
| 12. | Click an entry in the Description column.
University of Maine at Augusta |



- | Step | Action |
|------|--|
| 13. | Enter the desired information into the Begin Date field. |
| 14. | Enter the desired information into the End Date field. |
| 15. | Click the Look up Department button.
 |
| 16. | Click an entry in the Description column.

Academic Affairs |
| 17. | Click the Look up Location button.
 |
| 18. | Click an entry in the Description column.

Augusta Campus |
| 19. | Enter the desired information into the Reports To field. |

Process Document

HRMS: Adding POI Instance



Step	Action
20.	Enter the desired information into the Description (Used by phone directory) field.
21.	Enter the desired information into the Comment field.

Edit POI Relationship

John Poi Person ID: 0041894

Person of Interest Type: Non Payroll Persons

POI Instance Find | View All First 2 of 3 Last

*POI Instance: 3 *POI Category: 10002 Visiting Faculty

Business Unit: UMS01 University of Maine at Augusta Begin Date: 09/01/2010 End Date: 11/30/2010

Department: AACAF Academic Affairs Last Update: by: 0012790


Location: A00100 Augusta Campus

Reports To: 00011561 Assoc. Director of Admissions 0014990 Katherine Trask

Description (Used by phone directory)
Visiting Faculty

Comment:
Visiting Faculty

Save Return to Search Notify Refresh

Step	Action
22.	Click the Save button. 
23.	End of Procedure.