
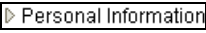
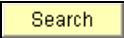



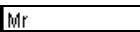












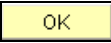
Creating a new POI

1.	Click the Workforce Administration link. 
2.	Click the Personal Information link. 
3.	Click the Add a Person link.
4.	Important Notes about Search Options: 1) Searching by National ID only is not a safe option. Students are not required to provide this information. It can be useful for verification if other information (name, date of birth) are not unique. 2) Searching by Date of Birth only is a primary search is not a safe option. There are many student records with blank date of birth. 3) Search should include a combination of name (first three letters of first and/or last name) and date of birth. Narrow search with additional information if necessary. 4) Always ask for current and former legal names, date of birth, and home address for verification of search information for Persons of Interest. 5) If you know that the person has a record in the CS Database, try different spellings of the name to search (i.e. Cath or Kath for Katherine, Catherine, Kathy, etc)
5.	
6.	Click the Search button. 
7.	Click the If No Match (Continue To Add) button. 
8.	Enter the desired information into the Effective Date field. NOTE: Effective date can be current or earlier. Future dates will not be accepted.
9.	Click the Add Name link. 
10.	NOTE: Prefix, middle name, and suffix may be added, but are not required fields. 
11.	
12.	Enter the desired information into the First Name field.
13.	
14.	Enter the desired information into the Last Name field.
15.	

Quick Guide




16.	<input type="text" value="Junior"/>
17.	Click the OK button. <input type="button" value="OK"/>
18.	Click the Contact Information tab. <input type="button" value="Contact Information"/>
19.	Click an entry in the Add Address Detail column. NOTE: At least one address must be added. Home address is required, but if actual home address is not provided, enter campus address information. <input type="button" value="Add Address Detail"/>
20.	Click an entry in the Add Address column. <input type="button" value="Add Address"/>
21.	Enter the desired information into the Address Line 1 field.
22.	Enter the desired information into the Postal Code field.
23.	Click the Search button. <input type="button" value="Search"/>
24.	Click the OK button. <input type="button" value="OK"/>
25.	Click the OK button. <input type="button" value="OK"/>
26.	Click the Regional tab. <input type="button" value="Regional"/>
27.	Click the Look up Ethnic Group button. <input type="button" value="Look up Ethnic Group"/>
28.	Click an entry in the Ethnic Group column. <input type="button" value="NSPEC"/>
29.	Click the Organizational Relationships tab. <input type="button" value="Organizational Relationships"/>
30.	Click the Person of Interest option. <input type="checkbox"/>
31.	Click the drop-down arrow to select from the Person of Interest list. <input type="button" value="v"/>
32.	Click the Non Payroll Persons list item. <input type="text" value="Non Payroll Persons"/>
33.	Click the Add the Relationship button. <input type="button" value="Add the Relationship"/>

34.	Enter the desired information into the POI instance field.
35.	Click the Look up POI Category button. 
36.	Click an entry in the Description column. 
37.	Click the Look up Business Unit button. 
38.	Click an entry in the Description column. 
39.	Enter the desired information into the Begin Date field. (Optional)
40.	Enter the desired information into the End Date field. (Optional)
41.	Click the Look up Department button. (Optional) 
42.	Enter the desired information into the Department field.
43.	Click an entry in the Description column. 
44.	Click the Look up Location button. (Optional) 
45.	Enter the desired information into the Location Code field.
46.	Click the Look Up button. 
47.	Click an entry in the Description column. 
48.	Enter the desired information into the Reports To field. NOTE: Optional field that will allow supervisor to see POI information on Manager Self-Service panels.
49.	Enter the desired information into the Description (Used by phone directory) field. (Optional)
50.	Enter the desired information into the Comment field. (Optional)
51.	Click the OK button. 

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52.	Click the Save button. NOTE: This process does not create an e-mail address. You must send an e-mail request containing the Name and ID of the POI to: operations@maine.edu . 
53.	End of Procedure.