



<b>File Name</b>	<b>Creating POI for former EMP_BUSPROC.doc</b>
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<b>Status</b>	<b>DRAFT</b>

## **Creating POI for former EMP**

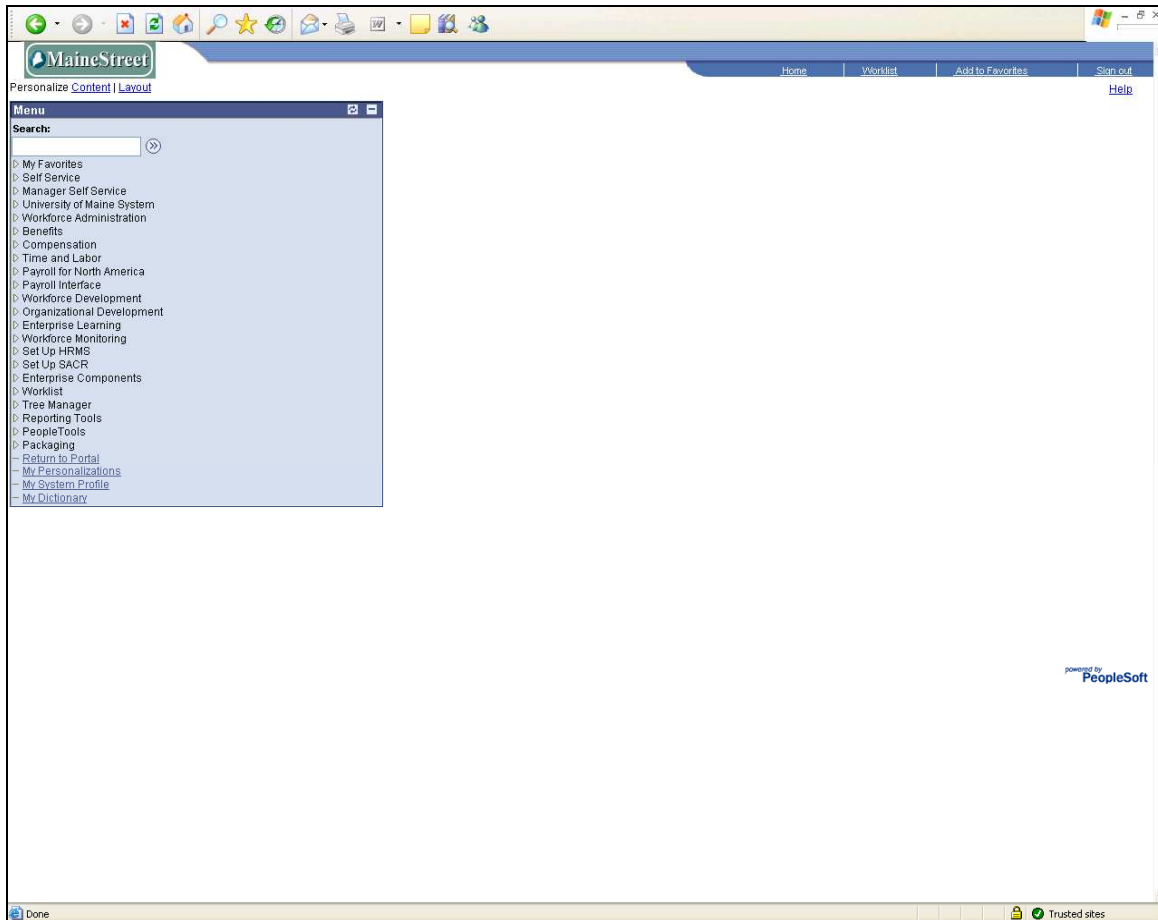
### **Trigger:**

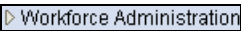
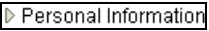
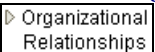
### **Concept**

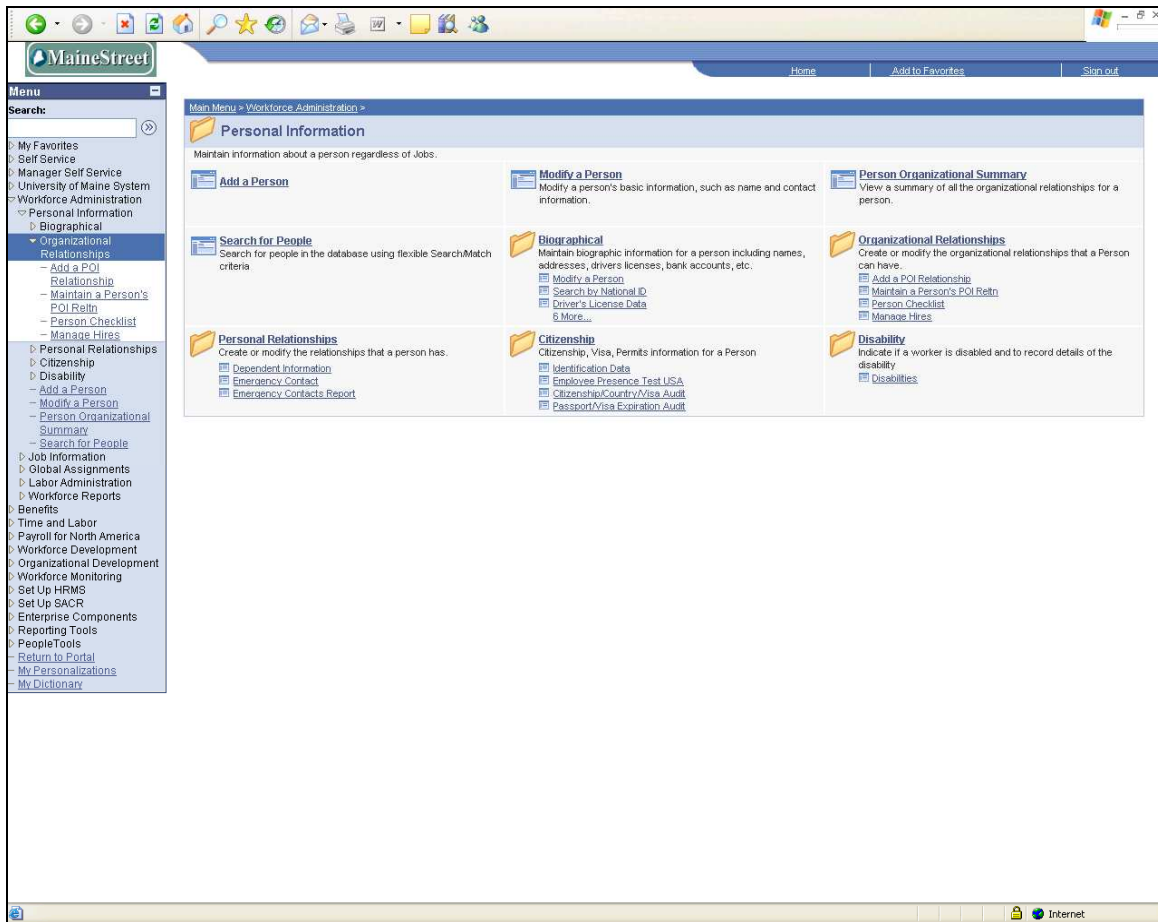
Create a POI record for a former employee.

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

## Procedure



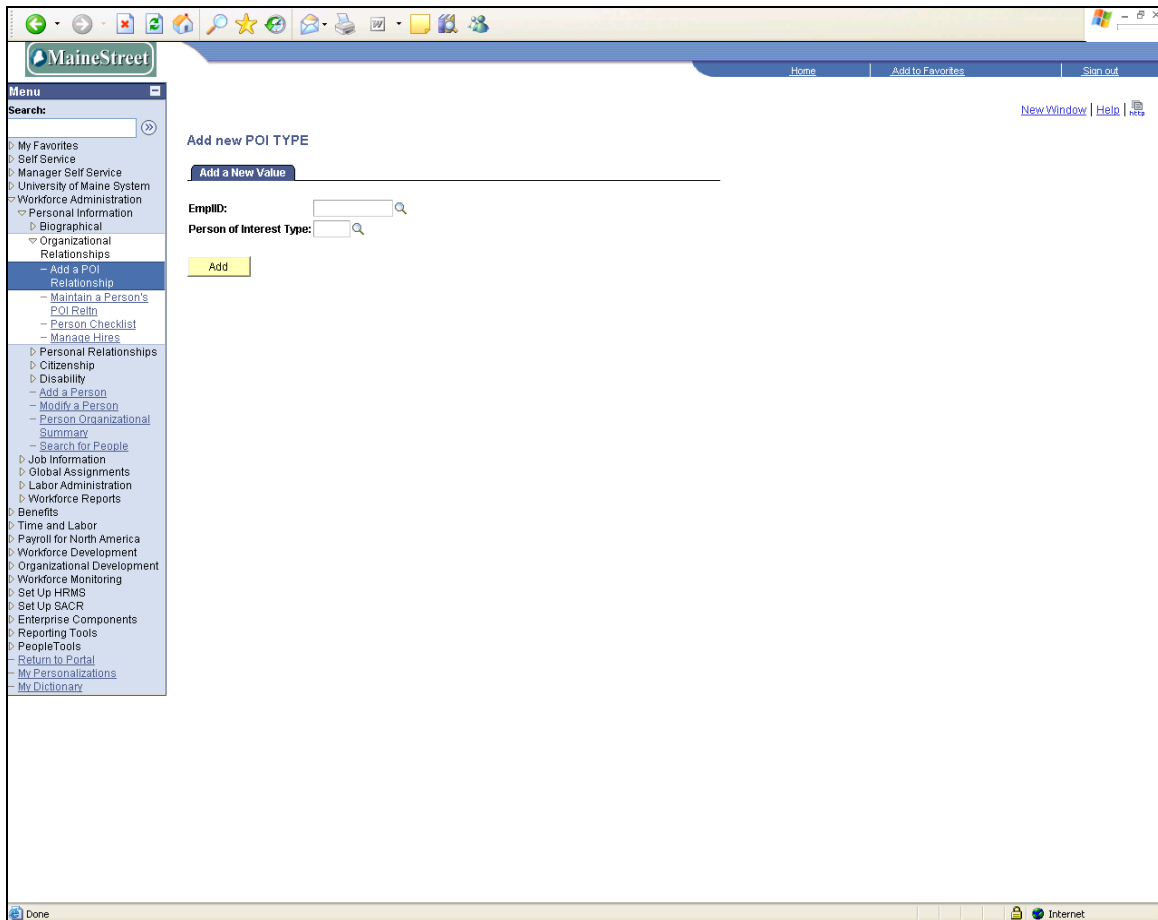
Step	Action
1.	Click the <b>Workforce Administration</b> link. 
2.	Click the <b>Personal Information</b> link. 
3.	Click the <b>Organizational Relationships</b> link. 



- | Step | Action  |
|------|---|
| 4.   | Click the <b>Add a POI Relationship</b> link. |

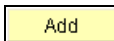
# Process Document

## HRMS: Creating POI for former EMP



Step	Action
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- |    |   |
|----|---|
| 5. | Enter the desired information into the <b>EmplID</b> field.                   |
| 6. | Click look-up or enter ' <b>10001</b> ' <b>Person of Interest Type</b> field. |
| 7. | Click the <b>Add</b> button.  |





# Process Document

## HRMS: Creating POI for former EMP

**Edit POI Relationship**

Patricia Retiree **Person ID:** 0018901

**Person of Interest Type:** Non Payroll Persons

**POI Instance** Find | View All First 1 of 1 Last

\*POI Instance: 1 \*POI Category: 10005 Volunteer

**Business Unit:** UMS08 University of Maine System **Begin Date:** 09/22/2010 **End Date:** 09/30/2010

**Department:** SOHR Office of Human Resources **Last Update:** 09/22/10 10:57:32AM

**Location:** S00700 University System Office **by:** 0012790

**Reports To:** 00011613 Director Of Employee Benefits 0099999 Ben Director

**Description (Used by phone directory)**  
Volunteer

**Comment:**  
Volunteer

Save Return to Search Notify Refresh

Step	Action
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- |    |   |
|----|---|
| 8. | Enter the desired information into the <b>POI instance</b> field. |
| 9. | Click the <b>Look up POI Category</b> button.                     |



# Process Document

## HRMS: Creating POI for former EMP



Look Up POI Category

POI Category: begins with

Look Up Clear Cancel Basic Lookup

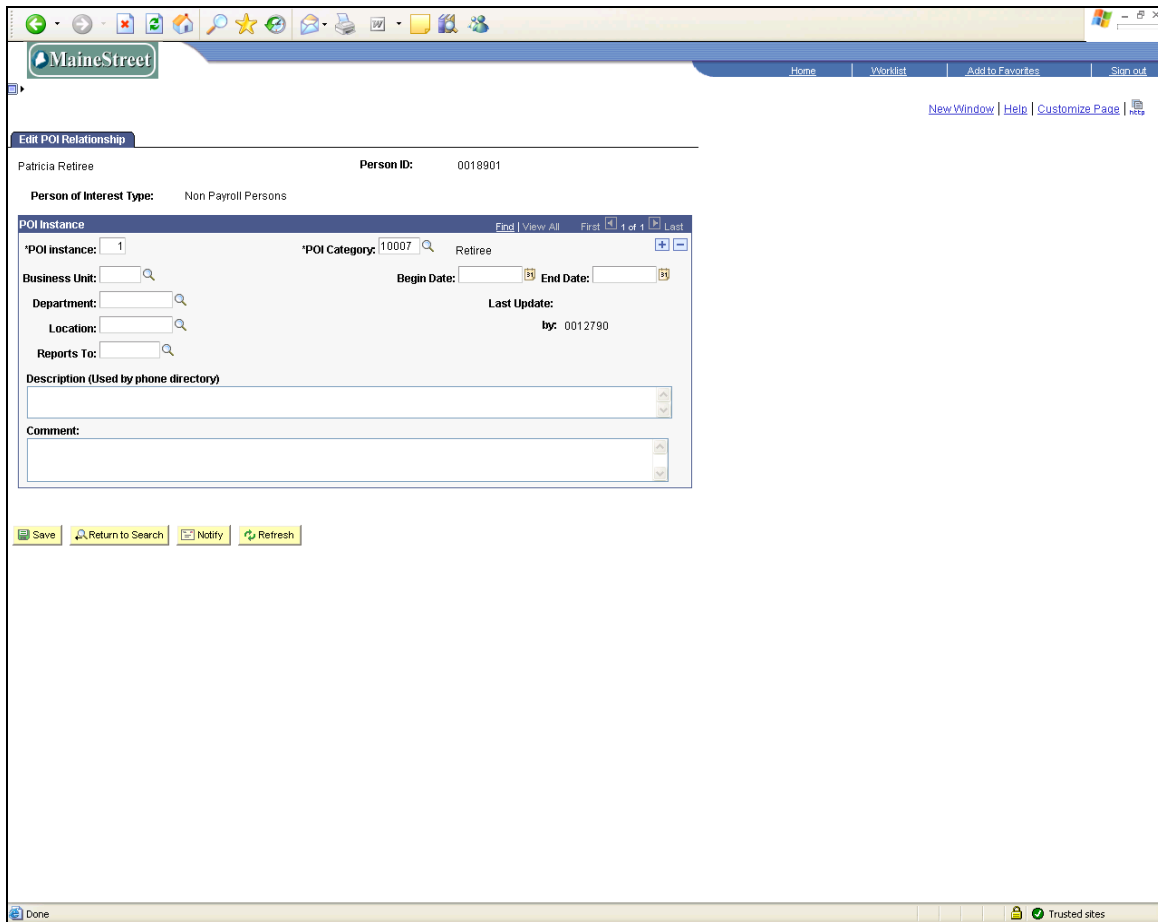
Search Results

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
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10.	Click an entry in the <b>Description</b> column.
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[Retiree](#)




**Edit POI Relationship**


Patricia Retiree      Person ID: 0018901


Person of Interest Type: Non Payroll Persons


**POI Instance**      Find | View All      First 1 of 1      Last

\*POI Instance: 1      \*POI Category: 10007      Retiree

Business Unit:        Begin Date:       End Date:

Department:        Last Update: by: 0012790




Location:  

Reports To:  

Description (Used by phone directory):

Comment:

- | Step | Action  |
|------|---|
| 11.  | Click the <b>Look up Business Unit</b> button.<br> |
| 12.  | Click an entry in the <b>Description</b> column.<br><br><a href="#">University of Maine at Augusta</a>                                |
| 13.  | Click the <b>Look up Department</b> button.<br>    |
| 14.  | Click an entry in the <b>Description</b> column.<br><br><a href="#">Academic Affairs</a>  |
| 15.  | Click the <b>Look up Location</b> button.<br>      |
| 16.  | Click an entry in the <b>Description</b> column.<br><br><a href="#">Augusta Campus</a>  |

# Process Document

## HRMS: Creating POI for former EMP



Step	Action
17.	Enter the desired information into the <b>Description (Used by phone directory)</b> field.
18.	Enter the desired information into the <b>Comment</b> field.

**Edit POI Relationship**

Patricia Retiree      Person ID: 0018901

Person of Interest Type: Non Payroll Persons

POI Instance: 1      POI Category: 10007 Retiree

Business Unit: UMS01 University of Maine at Augusta      Begin Date:      End Date:      by: 0012700

Department: AAACAF Academic Affairs      Last Update:

Location: A00100 Augusta Campus

Reports To:

Description (Used by phone directory): Retiree

Comment: Retiree

Save    Return to Search    Notify    Refresh

Step	Action
19.	Click the <b>Save</b> button.
20.	<b>End of Procedure.</b>