



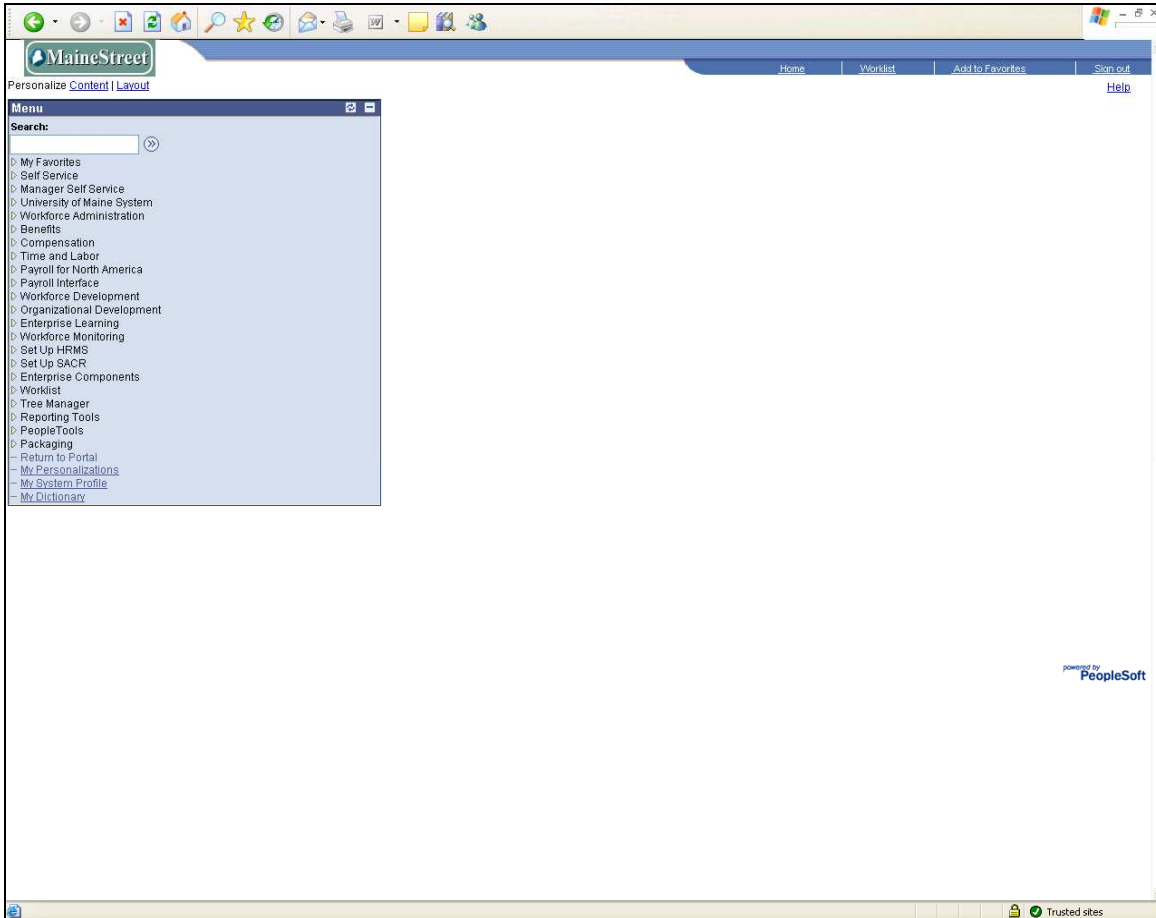
File Name	Maintaining POI_BUSPROC.doc
Version	8.9
Document Created	11/16/2010
Date Modified	11/16/2010
Last Changed by	Ann M. Flood
Status	DRAFT

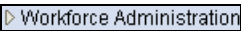
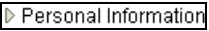
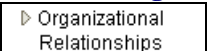
Maintaining POI

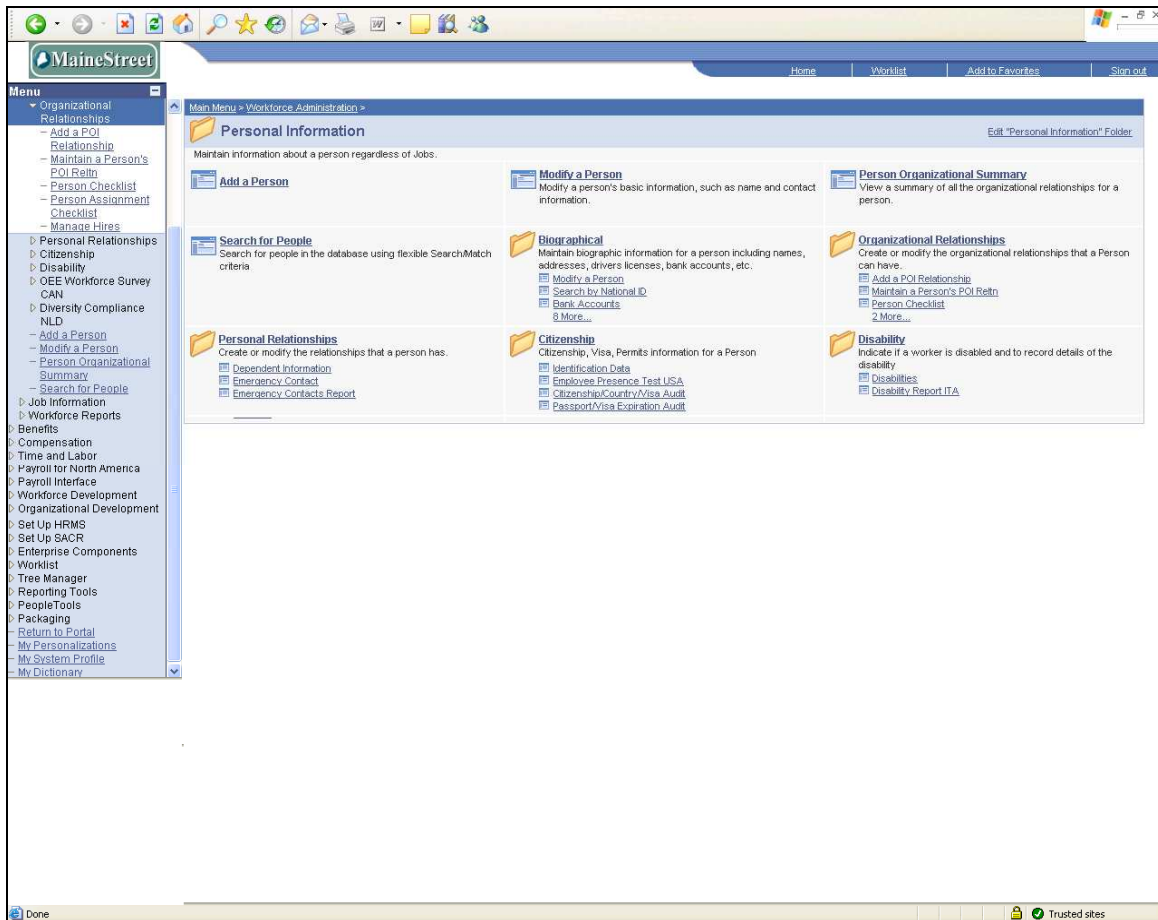
POI Instances can be updated and/or edited without 'Correct History'

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

Procedure

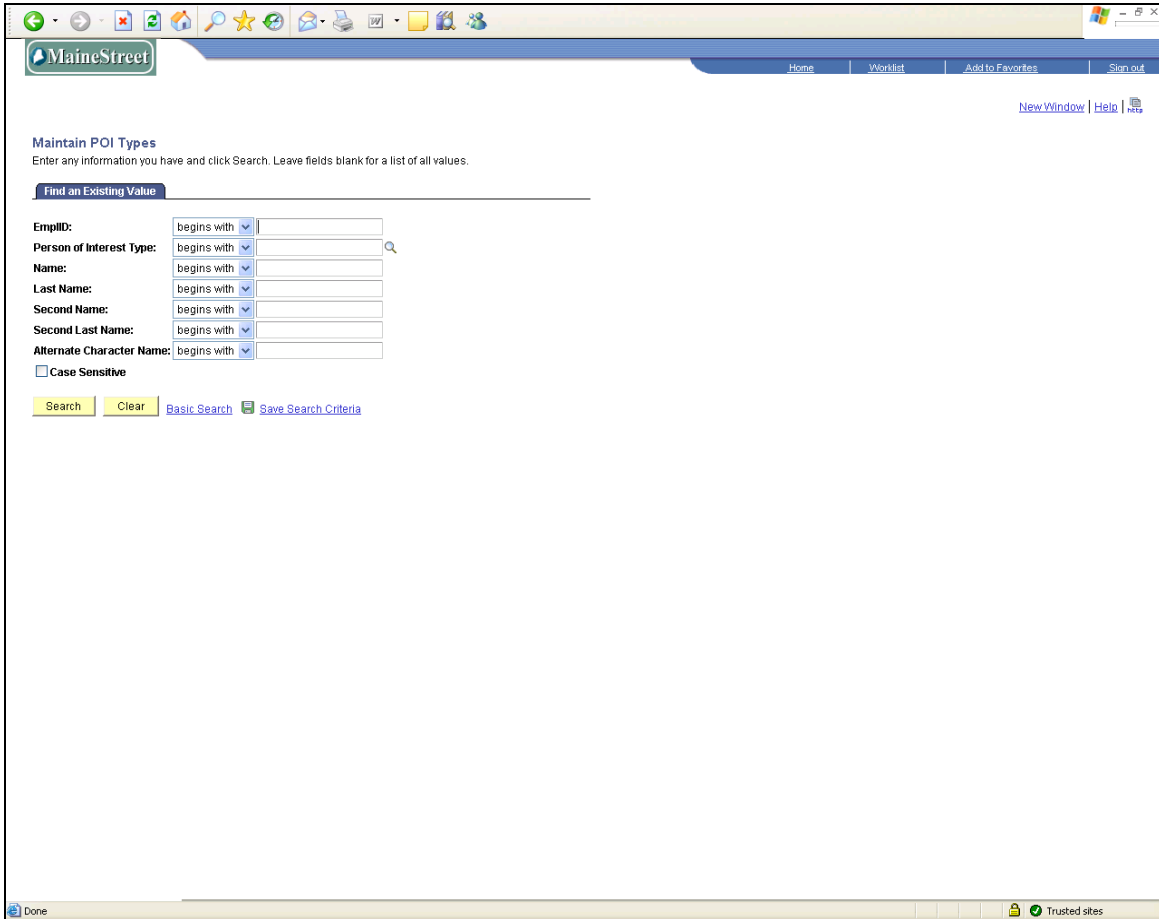


Step	Action
1.	Click the Workforce Administration link. 
2.	Click the Personal Information link. 
3.	Click the Organizational Relationships link. 




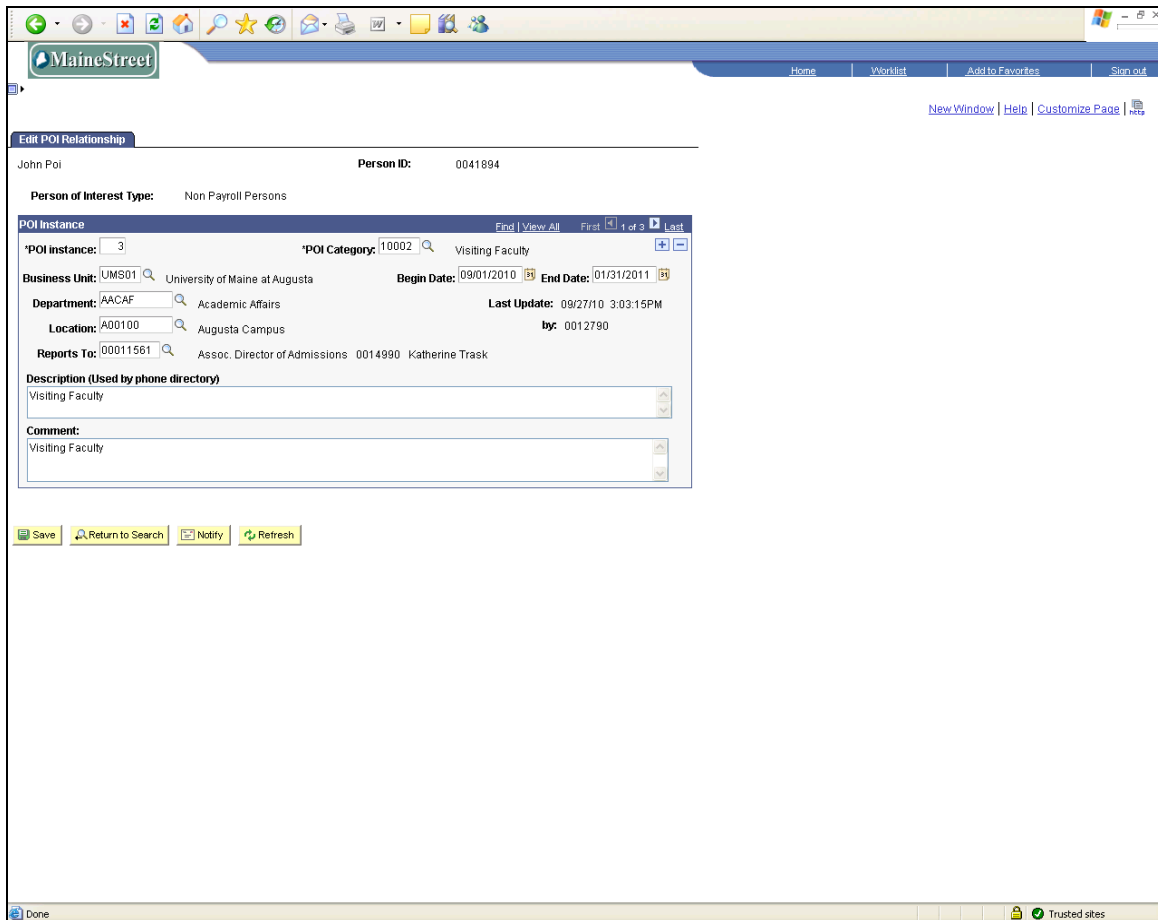
Step	Action
------	--------

4.	Click the Maintain a Person's POI Reltn link.
----	--



Step	Action
------	--------

5. Enter the desired information into the **EmpIID** field.
6. Click the **Search** button.

7. Enter the desired information into the fields.



Edit POI Relationship

John Poi Person ID: 0041894

Person of Interest Type: Non Payroll Persons

POI Instance Find | View All | First | 1 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: 01/31/2011

Department: AACAF Academic Affairs Last Update: 09/27/10 3:03:15PM


Location: A00100 Augusta Campus by: 0012790

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 |
|------|--|
| 8. | Click the Save button.
 |
| 9. | End of Procedure. |