

Person of Interest

- 1) Log in to [PantherSoft HR Employee Self Service](#)
- 2) Navigate to: Human Resources Self Service > Employee Self Service > Person of Interest

Add a New Person of Interest Instance

Adding a new Person of Interest (POI) instance provides access for individuals who are not employees but require a Panther ID to perform duties assigned by the department.

Favorites > Main Menu > Human Resources Self Service > Employee Self Service > Person of Interest > Person of Interest Request Center

Person of Interest (POI) Request Center

Adding a new Person of Interest (POI) instance provides access for an individual who is not an employee but requires a Panther ID to perform duties assigned by the department.

For a list of POI definitions please visit:
<https://hr.fiu.edu/employees-affiliates/affiliates/#person-of-interest>

[Add a New POI Instance](#)

Updating an existing POI instance allow users to modify, extend or end a POI entry.

[Update an Existing POI Instance](#)

Check request status allows the POI Originator to view the approval status.

[Check Request Status](#)

- If the POI has an active job instance and the POI type is not Phase Retirement or Emeritus, it will not allow the user to submit the request.
- All POI types can be active for more than a year except: Recruitment Search & Screen and Interns.
- Phase Retirement and Emeritus must submit a letter from their respective department to Academic Affairs for review which will then be sent to Human Resources for processing.
- Visiting Scholars must submit the sponsorship letter to Human Resources.
- Interns must submit the Volunteer/Intern Application A and B forms to volunteers@fiu.edu. If the intern requires level I or level II background checks, they must bring the Background Check Authorization form in person during their scheduled appointment. Talent Acquisition and Management will review and approve.

There are six steps that need to be completed in order to submit a new POI instance.

Step 1 – Start

The first step is an introduction. Click on “Let’s Get Started.”

The screenshot shows the 'Start' step of a 6-step process. The breadcrumb trail is: Favorites > Main Menu > Human Resources Self Service > Employee Self Service > Person of Interest > Person of Interest Request. The progress bar shows 'Start' as the active step. Below the progress bar, the text reads: 'Start - Step 1 of 6'. There are 'Exit' and 'Let's Get Started' buttons. The main content area contains the following text: 'Add new POI Instance page allows users to request a new Person of Interest type.' and 'This guide will take you through all the steps necessary to ensure that the POI's personal profile and information are updated in the system.'

Step 2 – Department Information

In the second step, the originator will complete the department information of the POI. All highlighted fields are required and a description of the work should be provided in the “Description of Work” box.

The screenshot shows the 'Department Information' step of a 6-step process. The breadcrumb trail is: Favorites > Main Menu > Human Resources Self Service > Employee Self Service > Person of Interest > Person of Interest Request. The progress bar shows 'Department Information' as the active step. Below the progress bar, the text reads: 'Department Information - Step 2 of 6'. There are 'Exit', 'Previous', and 'Next' buttons. The form contains the following fields: '*POI Type:' (dropdown menu with 'Consultant' selected), '*Start Date:' (calendar icon, value: 04/01/2017), '*End Date:' (calendar icon, value: 12/31/2017), '*Business Unit:' (text input with search icon, value: HUMRE, dropdown menu with 'HUMAN RESOURCES' selected), '*Department:' (text input with search icon, value: 156500000, dropdown menu with 'Employee Records' selected), and '*Supervisor ID:' (text input with search icon, value: 6094187, dropdown menu with 'Roary Panther' selected). Below these fields is a text area labeled 'Description of Work to be performed:' with the text 'Scanning Project' entered.

Step 3 – Personal Information

In the third step, the originator will complete the personal information of the POI. Enter the Panther ID if known (if a Panther ID does not exist, Human Resources will validate/create one) and fill out all highlighted fields.

The screenshot shows the 'Personal Information' step (Step 3 of 6) in the HR Self Service system. The breadcrumb trail is: Favorites > Main Menu > Human Resources Self Service > Employee Self Service > Person of Interest > Person of Interest Request. The progress bar shows 'Personal Information' as the current step. The form contains the following fields:

- Panther ID: [Search icon]
- *Gender: Male (dropdown)
- *First Name: Roy
- *Last Name: Panther
- *Home Address: 123 SW 123 Street
- Address Line 2: [Empty]
- *City: Miami
- *County: Miami Dade
- *State: Florida (dropdown)
- *Zip: 33133
- *Home Phone: 305/123-4456
- Cell Phone: [Empty]
- *Email: RoyPanther@gmail.com
- *Date of Birth: 12/23/1981
- *Country of Birth: United States (dropdown)

Step 4- Emergency Contact

In the fourth step, the originator will complete the emergency contact of the POI.

1. In order to enter the emergency contact name you will need to click on "Edit Name."
2. The contact name will display. Select the "Relationship."
3. For "Address" and "Phone": Check each box if the "Address and Phone" are the same as the POI. Leave them unchecked to enter different information.

The screenshot shows the 'Emergency Contact' step (Step 4 of 6) in the HR Self Service system. The breadcrumb trail is: Favorites > Main Menu > Human Resources Self Service > Employee Self Service > Person of Interest > Person of Interest Request. The progress bar shows 'Emergency Contact' as the current step. The form contains the following fields:

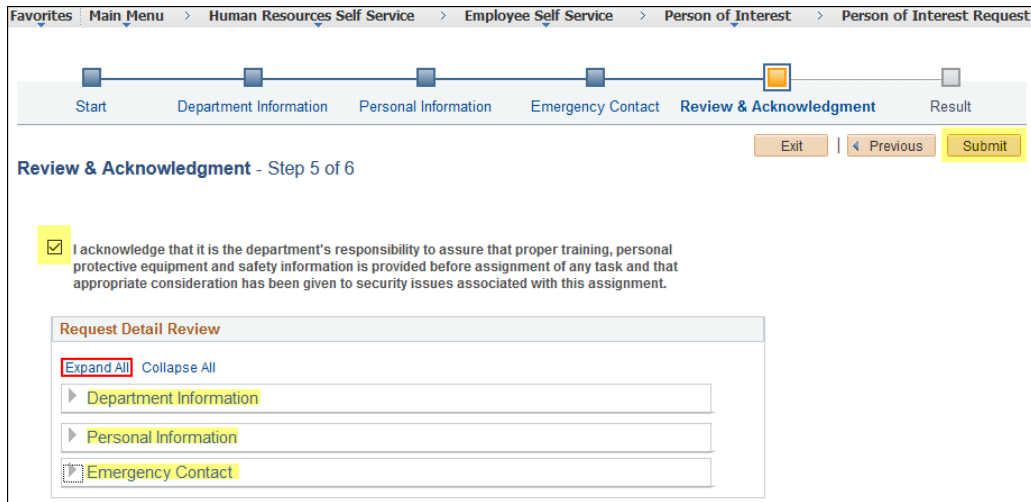
- *Contact Name: Panther,Nina (with an 'Edit Name' button and a red arrow pointing to a modal window)
- Relationship: Mother (dropdown)
- Contact has the same address as the POI
- Address: [Empty]
- Home Address: [Empty]
- Address Line 2: [Empty]
- City: [Empty]
- County: [Empty]
- State: [Empty]
- Zip: [Empty]
- Contact has the same phone as the POI
- Phone: 786/123-4567

The 'Edit Contact Name' modal window shows:

- First Name: Nina
- Last Name: Panther
- Buttons: OK, Cancel

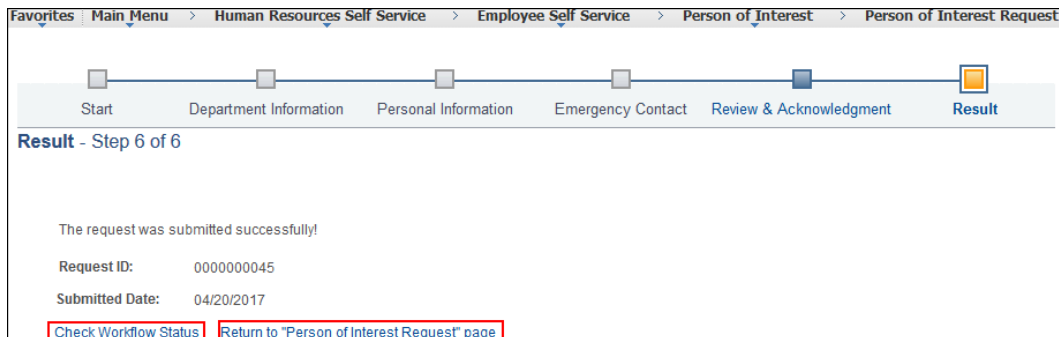
Step 5 – Review and Acknowledge

In the fifth step, the originator will review and acknowledge the “Department Information,” “Personal Information,” and “Emergency Contact” before submitting the request.



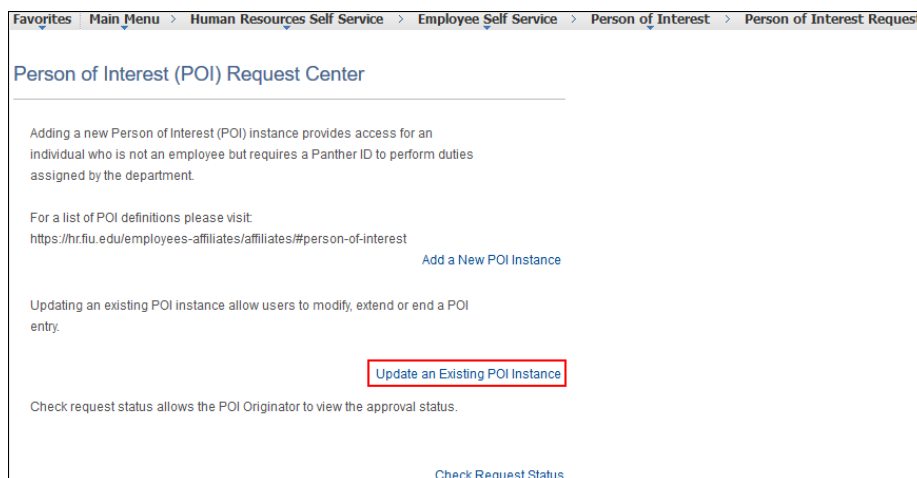
Step 6 – Results

The sixth step will show that the request was submitted successfully and you may “Check the Workflow Status” or return to the “Person of Interest Request” page.



Update an Existing POI Instance

Updating an existing POI instance allows users to renew, extend, or terminate a POI entry.



A search to find an existing POI may be made by POI Type, Business Unit, Department, Panther ID, First Name, Last Name, Planned Exit Date, and Supervisor ID individually or by selecting several.

FIU Maintain POI Relationship

Search Criteria

POI Type:

Business Unit:

Department:

Panther ID:

First Name:

Last Name:

Planned Exit:

Supervisor ID:

Search Results will show as below.

Personalize | Find | View All | First 1-15 of 23 Last

Basic Info	Dept Info	EMPLID	Name	POI Type	EFFDT	Planned Exit
<input type="checkbox"/>		1234567	Janin Paw	Consultant	12/21/2015	07/02/2016
<input type="checkbox"/>		6754321	Ray Roary	Intern	12/07/2015	07/01/2016

Steps to submit an update for an existing POI – Renew, Extend or Terminate

1. Click in the grid expansion to review all fields of the POI(s) that need to be updated.
2. Select one or several POI to update; all fields will be updated the same for each individual.
3. Effective date is always today’s date or greater.
4. All highlighted fields must be filled out in order to submit the request.
5. A description of the work should be provided in the “Description of Work” box.

Request Details

*EFFDT: *Planned Exit:

*Business Unit: HUMAN RESOURCES

*Department: Employee Records

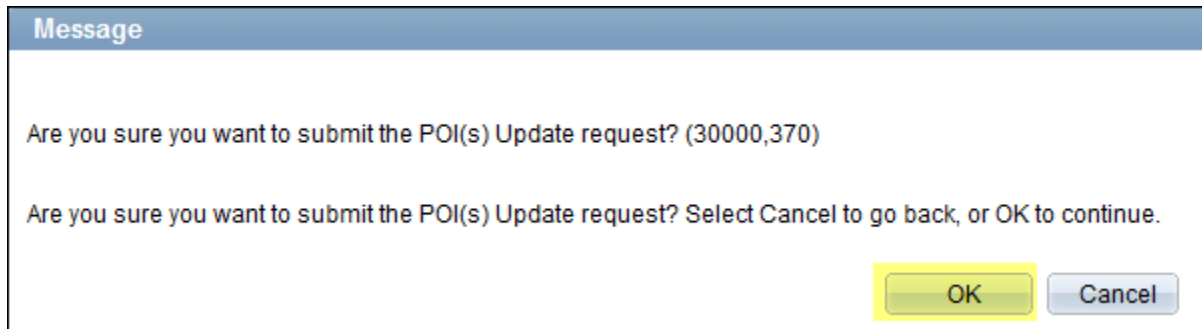
*Supervisor ID:

More Information:

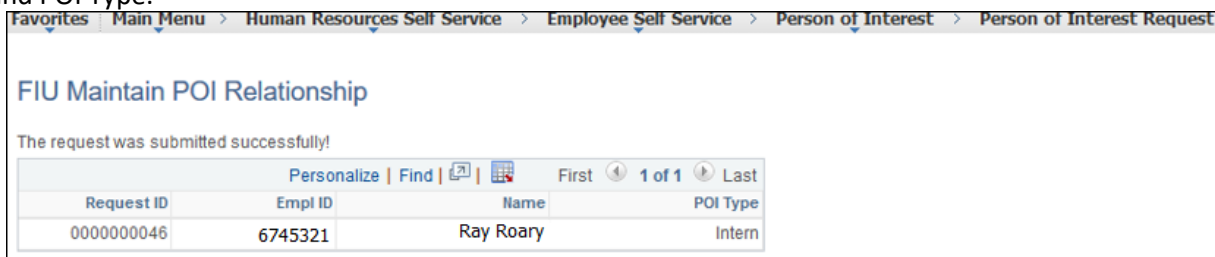
Personalize | Find | View All | First 1-15 of 23 Last

	EMPLID	Name	POI Type	EFFDT	Planned Exit	Business Unit	Department	Department Name	Supervisor ID	Supervisor Name
<input type="checkbox"/>	1234567	Janina Paw	Consultant	12/21/2015	07/02/2016	HUMRE	156100000	Compensation Administration	1000123	John Smith
<input type="checkbox"/>	6754321	Ray Roary	Intern	12/07/2015	07/01/2016	HUMRE	156000000	DHR Administration	1000123	John Smith

The following message will appear after submitting the request making sure you want to submit the POI(s) update request.



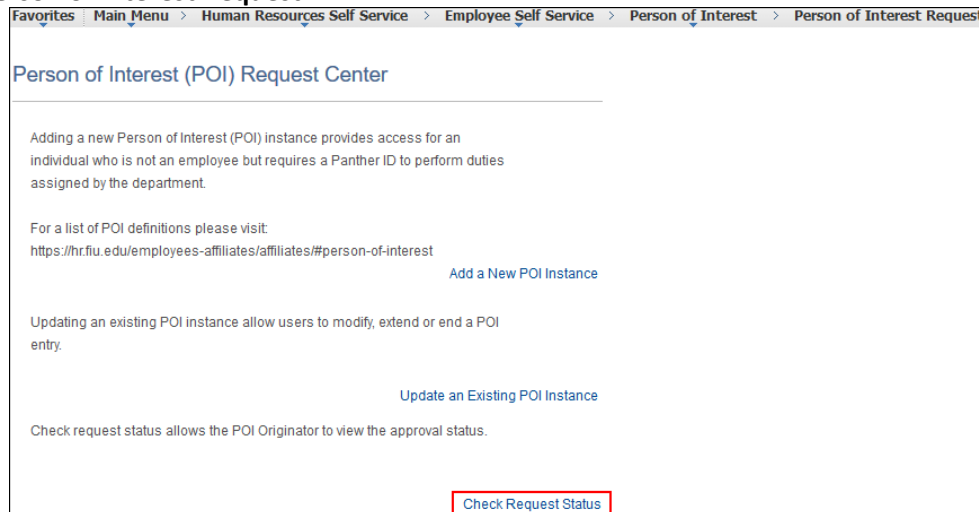
Lastly, the request has been submitted successfully and you can see the Request ID, Panther ID, Name and POI Type.



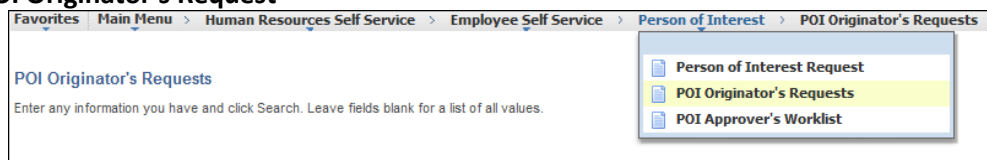
Check Request Status

The Check Request Status allows the POI originator to view the approval status. There are two ways to get to this page.

1. Person of Interest Request



2. POI Originator's Request



The “Originator” and the “Set ID” field will always be set to your Panther ID and FIU01. All POI’s that you have submitted will appear on this page as pending or approved. You may search by the different criteria to look for a specific POI.

[Favorites](#) | [Main Menu](#) > [Human Resources Self Service](#) > [Employee Self Service](#) > [Person of Interest](#) > [POI Originator's Requests](#)

POI Originator's Requests

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

[Find an Existing Value](#)

Search Criteria

Originator: begins with

Request ID: begins with

Person of Interest Type: begins with

Business Unit: begins with

Set ID: begins with

Department: begins with

Empl ID: begins with

First Name: begins with

Last Name: begins with

Approval Status: =

Case Sensitive

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

Search Results

View All First 1-29 of 29 Last

Request ID	Person of Interest Type	Business Unit	Department	Empl ID	First Name	Last Name	Approval Status
0000000046	00020	HUMRE	156500000		Ray	Roary	Pending
0000000045	00013	HUMRE	156500000	(blank)	Roy	Panther	Pending

As the originator you may review the “Department Information,” “Personal Information,” and “Emergency Contact” by expanding all. Also, you may review the approval workflow.

[Favorites](#) | [Main Menu](#) > [Human Resources Self Service](#) > [Employee Self Service](#) > [Person of Interest](#) > [POI Originator's Requests](#)

Person of Interest (POI) Request Form

Request ID: 0000000046

Request Detail Review

[Expand All](#) [Collapse All](#)

- ▶ Department Information
- ▶ Personal Information
- ▶ Emergency Contact

Originator Information

Originator: 1234567 Test User Email: hrtstuser@fiu.edu
 Submitted Date: 04/20/2017 Phone: 305/348-2192

Request ID: 0000000046: Pending

General Path

```

  graph LR
    A["Pending  
Roary Panther (6094187)  
POI's Supervisor"] --> B["Not Routed  
Carlos Paw (3456214)  
POI's Department Manager"]
    B --> C["Not Routed  
John Recruitment (6094710)  
Recruitment Approver"]
  
```

[Return to Search](#) [Notify](#)

POI Approver's Worklist

Navigate to: Human Resources Self Service > Employee Self Service > Person of Interest > POI Approver's Worklist

The "Originator" and the "Set ID" field will always be set to your Panther ID and FIU01. All POI's that are pending to be approved will appear on this page. You may search by the different criteria to look for a specific POI.

The screenshot shows the 'POI Approver's Worklist' search page. The breadcrumb trail is: Favorites > Main Menu > Human Resources Self Service > Employee Self Service > Person of Interest > POI Approver's Worklist. The page title is 'POI Approver's Worklist'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A search bar with a 'Find an Existing Value' button is present. The 'Search Criteria' section includes several dropdown menus: Operator ID Approval (begins with 6094187), Request ID (begins with), Requester ID (begins with), Person of Interest Type (begins with), Business Unit (begins with), Set ID (begins with FIU01), Department (begins with), Empl ID (begins with), First Name (begins with), and Last Name (begins with). There is a 'Case Sensitive' checkbox. At the bottom of the search criteria are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the search criteria is the 'Search Results' section, which shows a table with columns: Request ID, Requester ID, Person of Interest Type, Business Unit, Department, Empl ID, First Name, and Last Name. The table contains one row of results: Request ID: 0000000046, Requester ID: 00020, Person of Interest Type: HUMRE, Business Unit: 156500000 (blank), Department: Ray, First Name: Roary, Last Name: Roary.

All POI's will have a workflow for approvals. New POI's will be reviewed by the supervisor, the manager and Human Resources, while renewals and terminations will be reviewed by the supervisor and manager. The approver should check the "Department Information," "Personal Information," and "Emergency Contact" before approving the request.

The screenshot shows the 'Person of Interest (POI) Request Form'. The breadcrumb trail is: Favorites > Main Menu > Human Resources Self Service > Employee Self Service > Person of Interest > POI Approver's Worklist. The page title is 'Person of Interest (POI) Request Form'. The Request ID is 0000000042. Below the title is the 'Request Detail Review' section, which has 'Expand All' and 'Collapse All' buttons. The 'Request Detail Review' section includes three expandable sections: 'Department Information', 'Personal Information', and 'Emergency Contact'. Below the 'Request Detail Review' section is the 'Originator Information' section, which displays: Originator: 1234567 Test User, Email: hrstuser@fiu.edu, Submitted Date: 04/13/2017, and Phone: 305/348-2192. Below the 'Originator Information' section is the 'Request ID: 0000000042: Pending' section, which shows a workflow diagram. The workflow diagram has three steps: 'Skipped' (Roary Panther (6094187), POI's Supervisor, 04/13/17 - 2:55 PM), 'Pending' (Carlos Paw (3456214), POI's Department Manager), and 'Not Routed' (John Recruitment (6094710), Recruitment Approver). Below the workflow diagram is the 'Comments' section, which has an 'Action' dropdown menu with options 'Approve', 'Deny', and 'Withdraw', and a 'Comment:' text area.