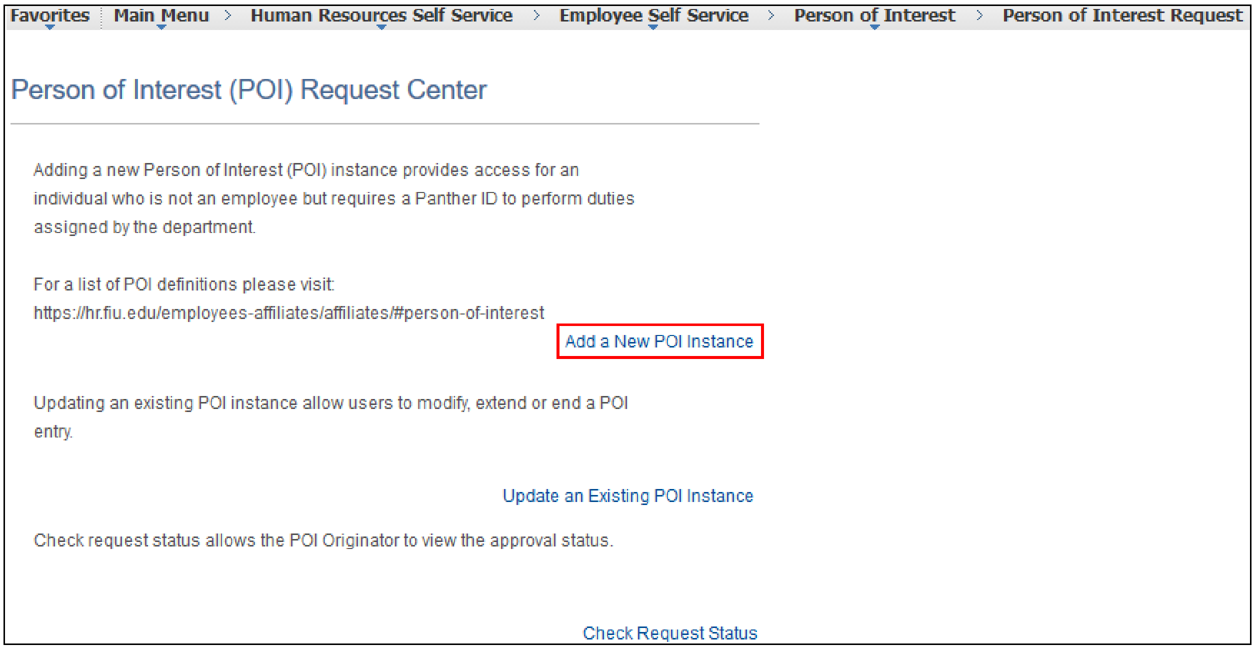
Person of Interest

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

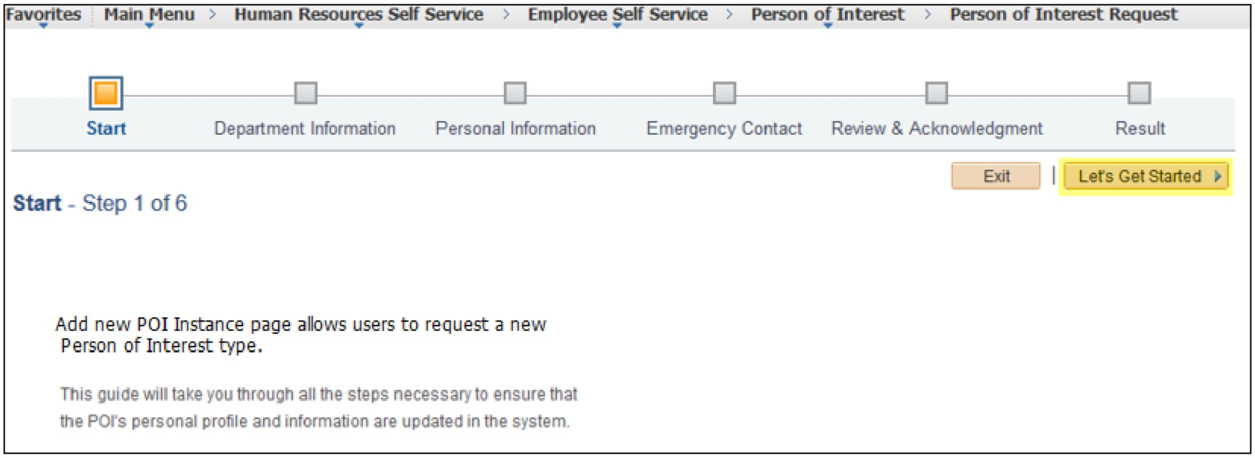
Adding a new Person of Interest (POI) instance provides access for individuals who are not employees but require a Panther ID to perform duties assigned by the department.



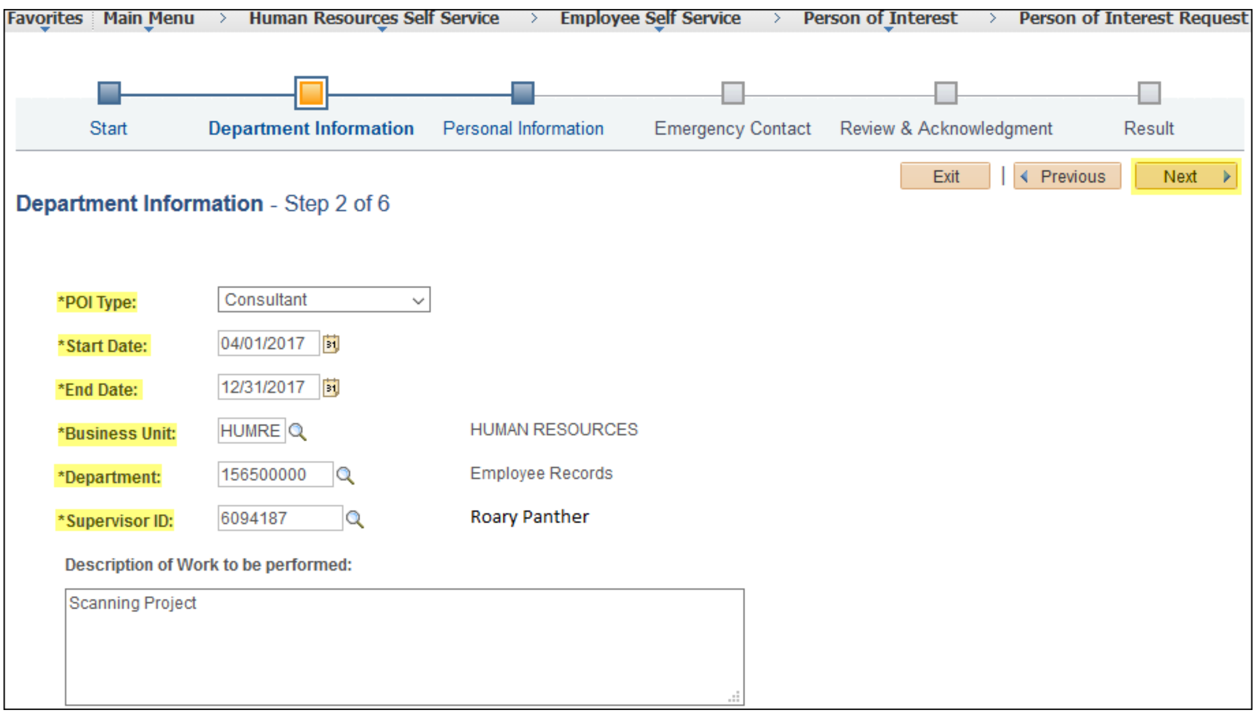
- If the POI has an active job instance and the POI type is not Phase Retirement or Emeritus, it will not allow the user to submit the request.
- All POI types can be active for more than a year except: Recruitment Search & Screen and Interns.
- Phase Retirement and Emeritus must submit a letter from 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.”

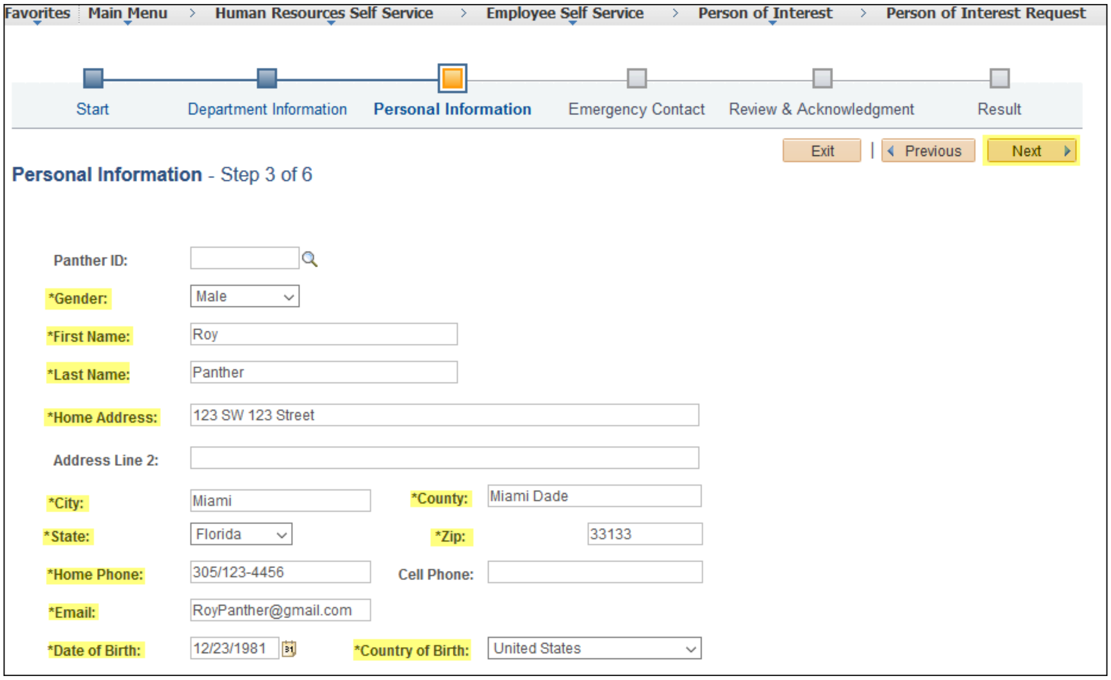


Step 2 – Department Information
In the second step, the originator will complete the department information of the POI. All highlighted fields are required and a description of the work should be provided in the “Description of Work” box.



Step 3 – Personal Information

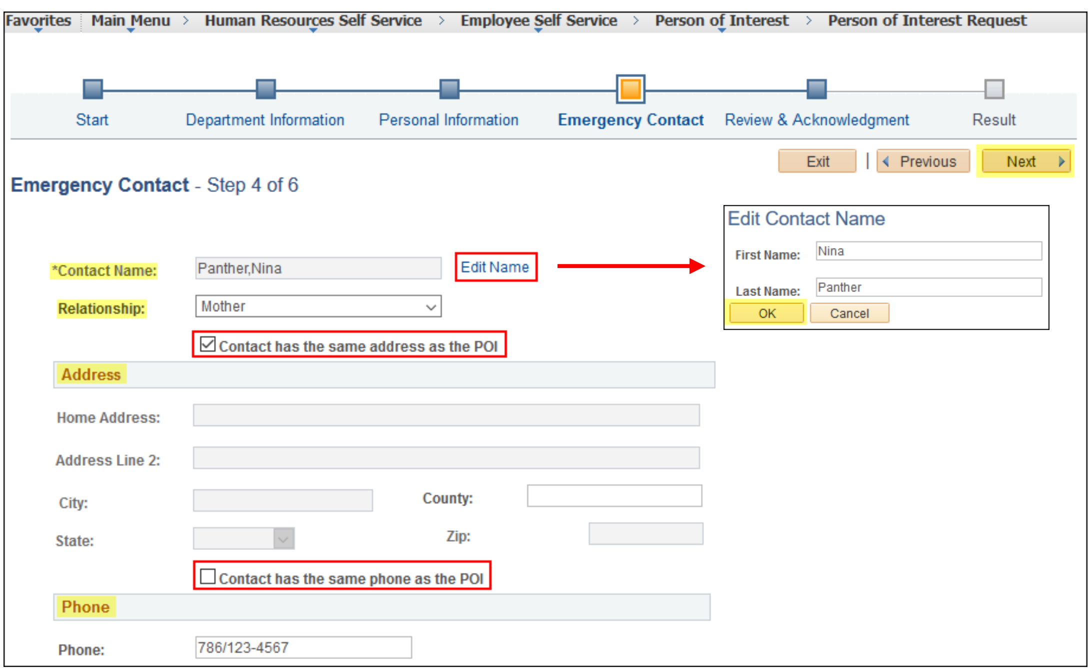
In the third step, the originator will complete the personal information of the POI. Enter the Panther ID if known (if a Panther ID does not exist, Human Resources will validate/create one) and fill out all highlighted fields.



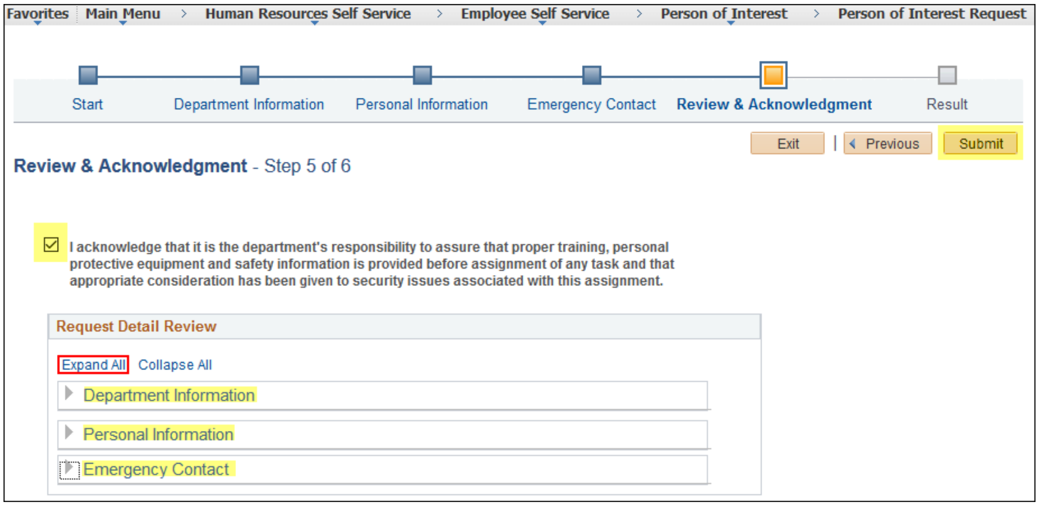
Step 4- Emergency Contact

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

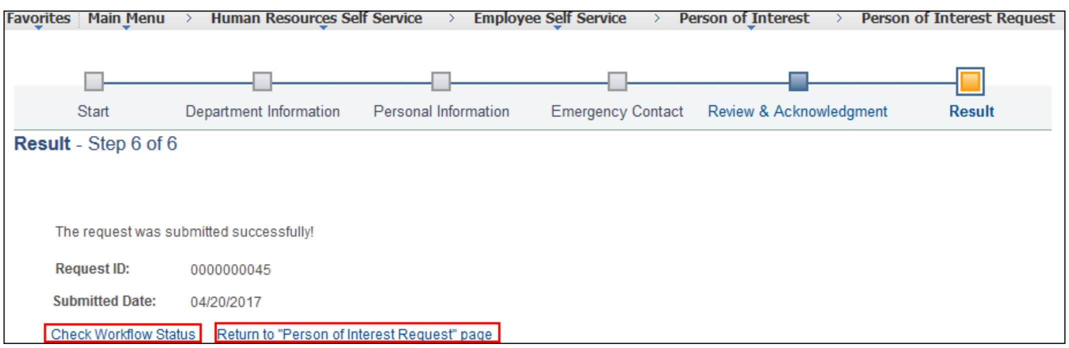
1. In order to enter the emergency contact name you will need to click on "Edit Name."
2. The contact name will display. Select the "Relationship."
3. For "Address" and "Phone": Check each box if the "Address and Phone" are the same as the POI. Leave them unchecked to enter different information.



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.

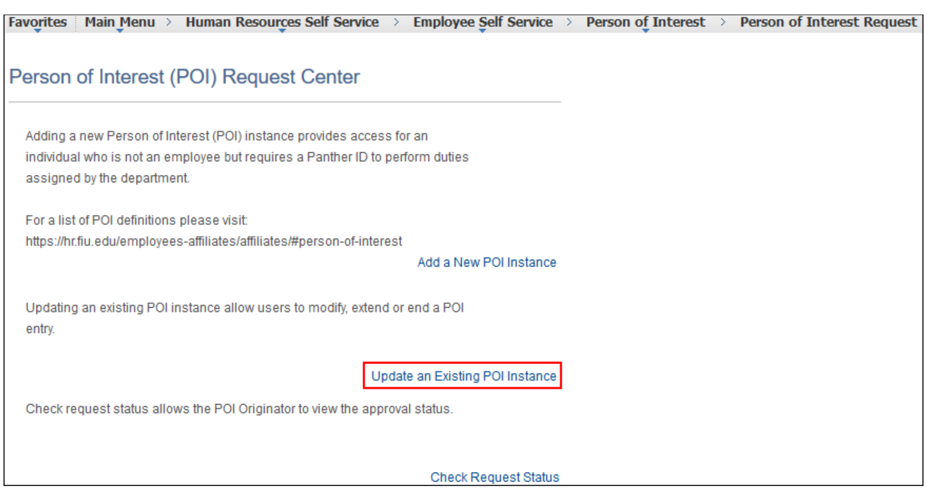


Step 6 – Results
The sixth step will show that the request was submitted successfully and you may “Check the Workflow Status” or return to the “Person of Interest Request” page.

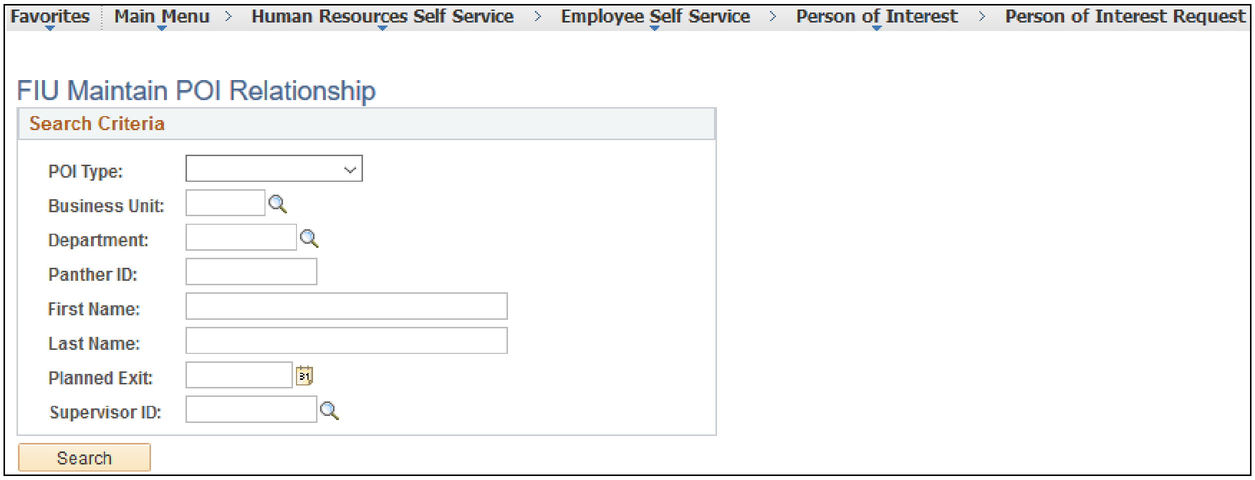


Update an Existing POI Instance

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



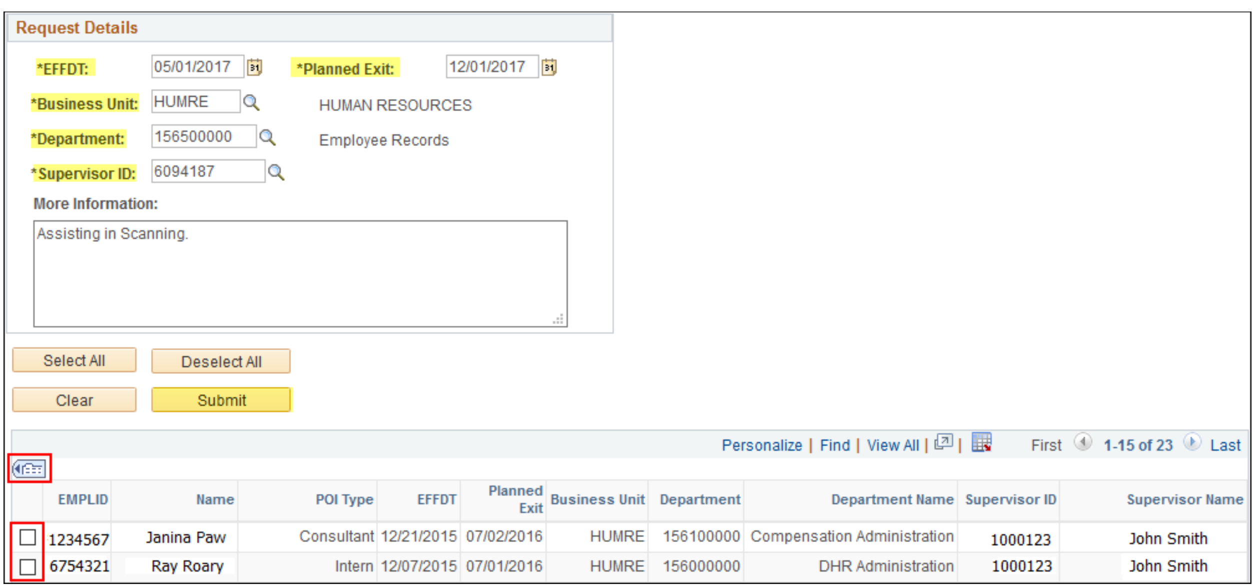
A search to find an existing POI may be made by POI Type, Business Unit, Department, Panther ID, First Name, Last Name, Planned Exit Date, and Supervisor ID individually or by selecting several.



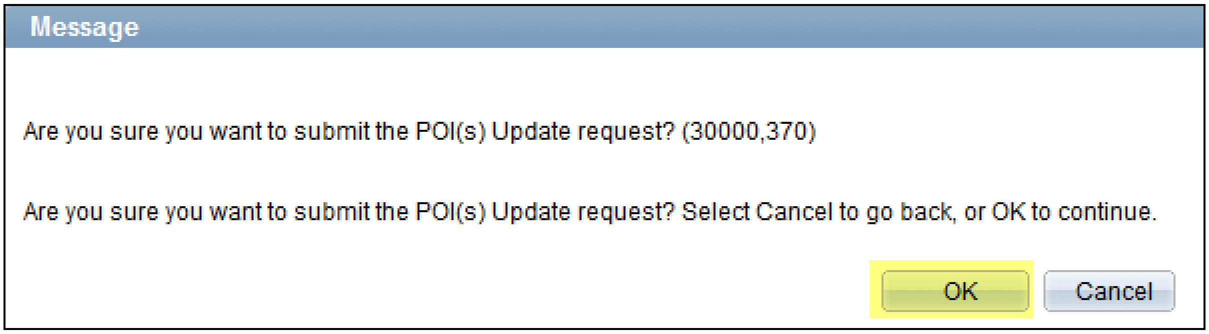
Search Results will show as below.

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

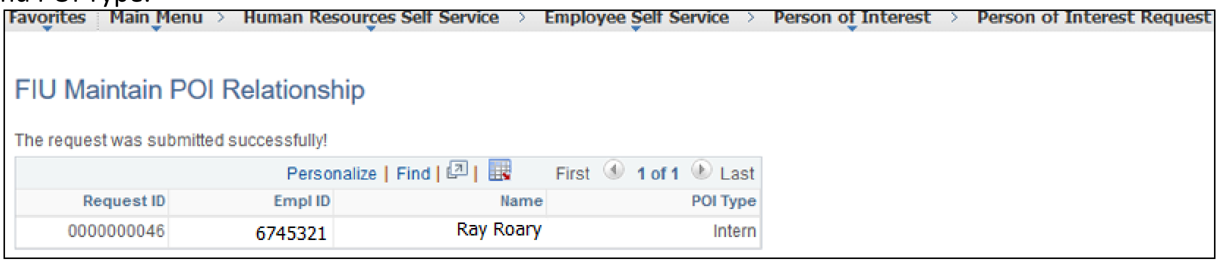
1. Click in the grid expansion to review all fields of the POI(s) that need to be updated.
2. Select one or several POI to update; all fields will be updated the same for each individual.
3. Effective date is always today's date or greater.
4. All highlighted fields must be filled out in order to submit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



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



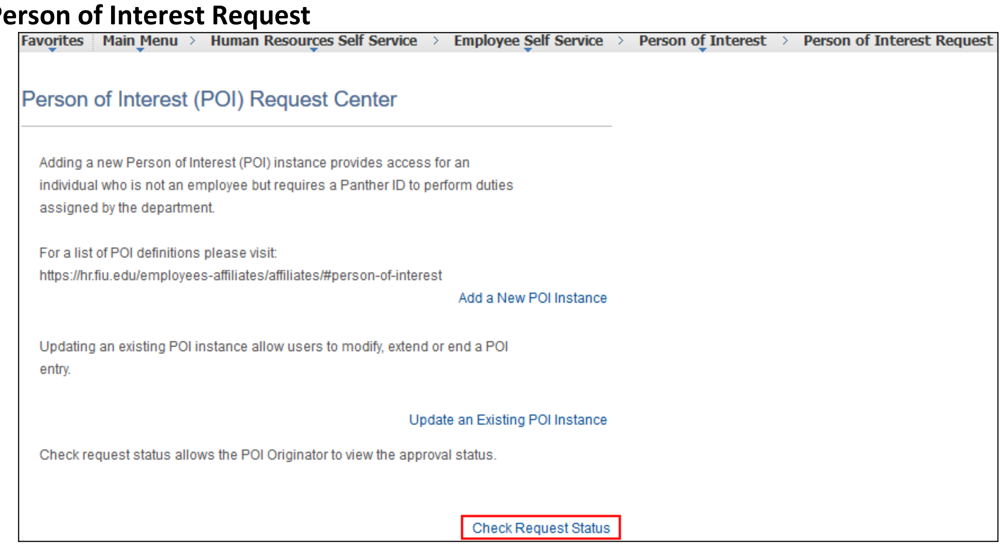
Lastly, the request has been submitted successfully and you can see the Request ID, Panther ID, Name and POI Type.



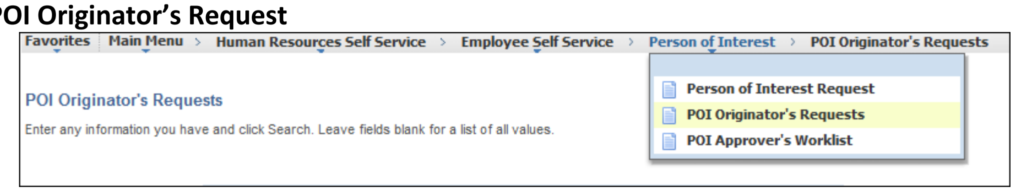
Check Request Status

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

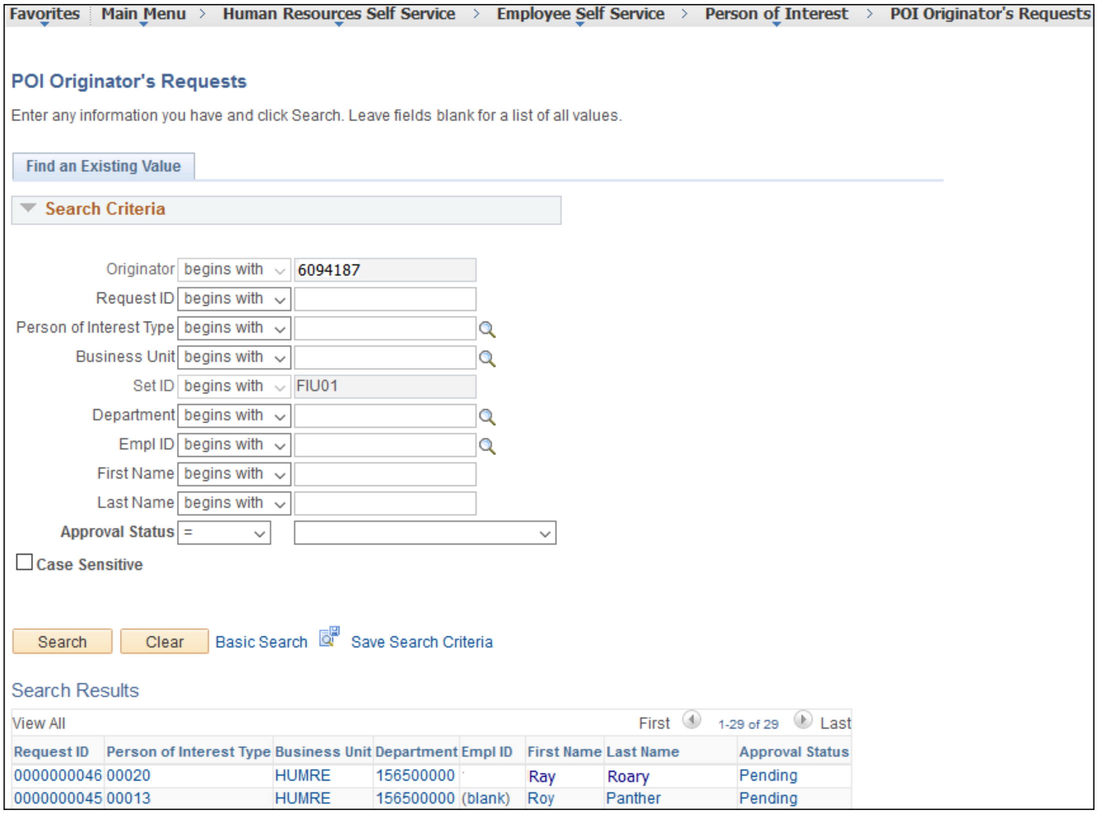
1. **Person of Interest Request**



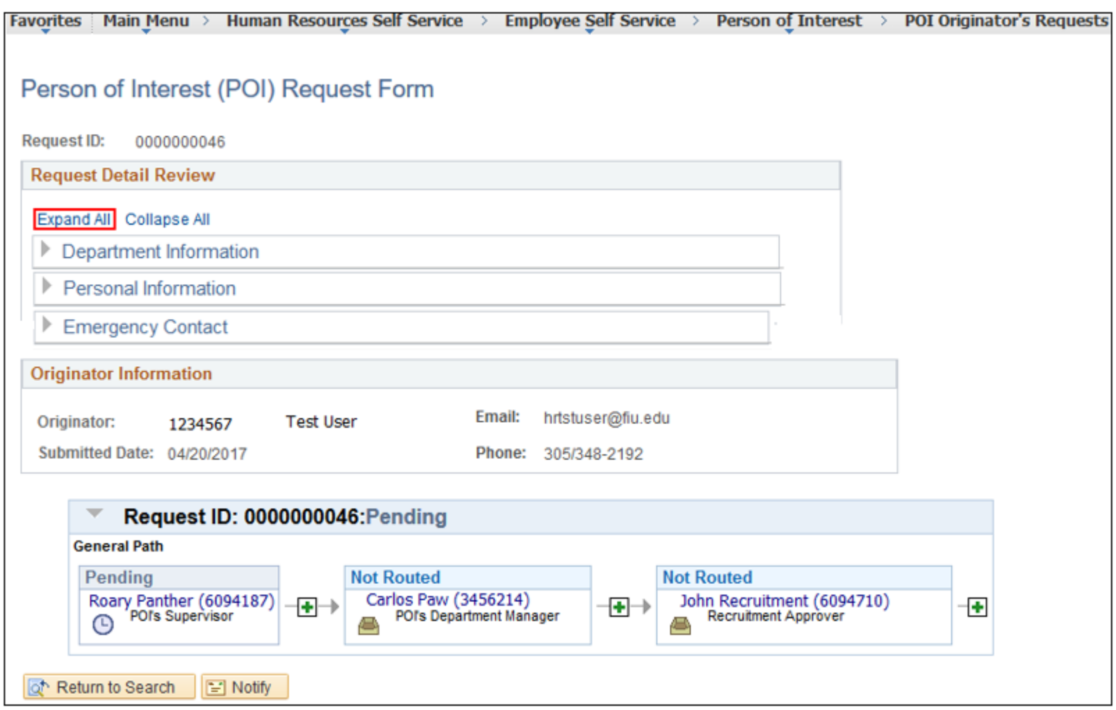
2. **POI Originator's Request**



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.



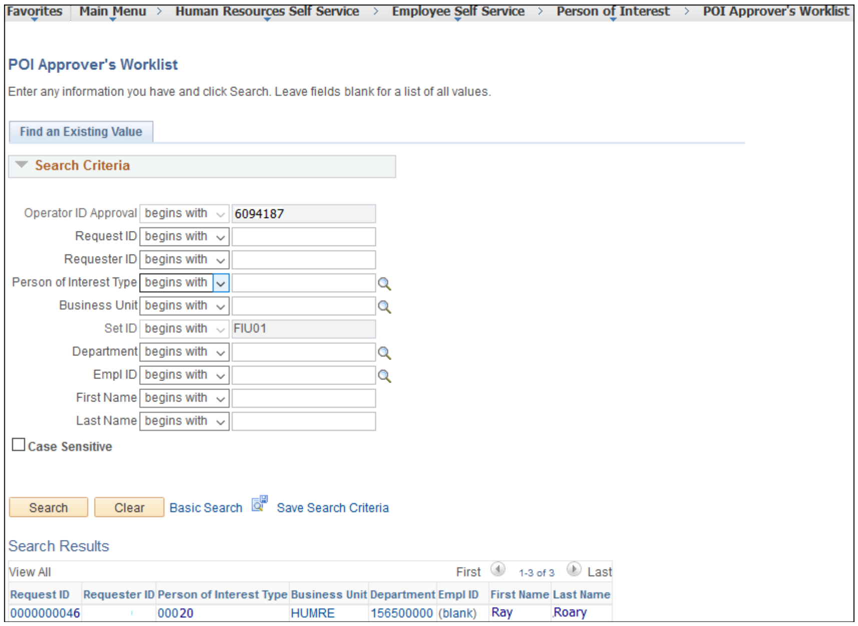
As the originator you may review the “Department Information,” “Personal Information,” and “Emergency Contact” by expanding all. Also, you may review the approval workflow.



POI Approver's Worklist

Navigate to: Human Resources Self Service > Employee Self Service > Person if 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.



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.