



# ADD PERSON OF INTEREST

## PREPARATION FOR ADDING A PERSON OF INTEREST

**Person of Interest** – (POI) is a non-employee and non-contingent worker (CWR) who needs keys, parking privileges or library access, etc. Types of POI's are Future Employee, Former Employee, External trainee, External Instructor, IT Privileges only or Other.

Before beginning the addition process, verification of whether or not the Person of Interest already exists in the system.

### Verification of a Person of Interest's Existence in the System

To verify whether or not the Person of Interest already has a ConnectND Employee ID, navigate to **Workforce Administration>Personal Information>ND Hire**.

You must enter the employee's last name, National ID (Social Security Number), and birth date as shown in the two screen shots below. You may use hyphens when entering the National ID, but it is not essential.

The NDHire search will return as many matches and near-matches as possible, and will indicate whether the record was found in the SA (student) system or the HR system. It will also indicate the Empl Record number and whether or not the employee is in the system as a Future hire or is Active or Terminated at the moment. It also displays the Business Unit.

Match	Empl ID	Bus Unit	Empl rcd#	Fut	Name	Status	Birthdate	City	State	Address	Country	Gender	System	Select
-------	---------	----------	-----------	-----	------	--------	-----------	------	-------	---------	---------	--------	--------	--------

---

**NOTE:** If the same person displays with two different EmplIDs, contact the HRMS team through the Remedy system to determine which number to use. The HRMS team will notify campus HR offices when merging ID records, so they can make any needed changes to hard copy files or ID cards.

---

**Note 1:** If the result is "No Employee records were found that matched your search criteria" then click on the "Continue" icon.

**Note 2:** If a matching record was found only in the Campus Solutions (SA system), select the student's EmplID by placing a check mark in the box on the right side of the page, click continue, then click Add. This action will prevent the error of creating a secondary EmplID for the student.



After clicking on the “Continue” icon on notes 1 or 2, you will be taken to the Biographical Details tab. Complete the Biographical Details tab and Contact Information tab with the information that you have. On the Organizational Relationships page select Person of Interest and from the drop down select the Person of Interest Type IT Privileges only and click the Add the Relationship button which will take you to the Add Person of Interest page.

**Note 3:** If a matching record was found in the Human Resource (HR) system for your business unit, **do not click on the ‘Continue’ button, you need to navigate out of ND Hire.**

**Note 4:** If matching records were found in the HR system, but not for your business unit, **do not click on the ‘Continue’ button, you need to navigate out of ND Hire.**

Navigate to **Workforce Administration > Personal Information > Organizational Relationships** and select **Add a POI Relationship**.

The *Add a POI Relationship* will open the Add Person of Interest page.



## Add Person of Interest Page

Add Person of Interest

Person ID: 0139457

Person of Interest Type: IT Privileges only

Security Data Find | View All | First 1 of 1 | Last

\*Effective Date:   + -

*Security Access Type	Enabled	Value 1	Value 2
<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>

Customize | Find | First 1 of 1 | Last

Person of Interest History Customize | Find | First 1 of 1 | Last

#	*Effective Date	*Status	Planned Exit	More Information
1	<input type="text" value="10/01/2010"/>	<input type="text" value="A"/>	<input type="text" value=""/>	<input type="text" value=""/>

### Security Data

**Get Enabled Security Types:** Click to add a row to the Security Data grid for each security type that has been enabled for the people without jobs.

Business Unit

Location – Requires Business Unit and Location Code

**Person of Interest History:** Maintain a history of this person of interest type using the effective date field and by adding new rows as necessary. Make the person inactive if they are not being used in the system.

**Planned Exit:** Skip

**More Information:** Enter additional information regarding the POI.

## INACTIVATE A POI RELATIONSHIP

If you want IT privileges to no longer be available, add an effective dated row for the date you want IT privileges to cease, and change the status to “inactive.”

**Note:** Remember to ‘Inactivate’ all POI relationships when they are entered as an Employee. This will prevent the active POI record from remaining active after the Employee record is terminated.



Two queries are available to help maintain clean and up-to-date data in the system:

- NDU\_HR\_ORGRELTNSHP\_POI
  - Use this query to find all POI's at your location; a periodic check to make sure all POI info is current is suggested. Follow instructions above if POI needs to be inactivated.
- NDU\_HR\_POI\_ACT\_HIRE
  - Run this query monthly to make sure no active hires also have an active POI status in the system. If employees are returned on this query their POI status should be inactivated.