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Introduction
Persons of Interest (POIs) are individuals connected to the University but not employed by SJSU. These individuals may be Volunteers, Faculty Volunteers, or Unpaid Visiting Scholars. They may also be individuals in auxiliary organizations or someone in another more general category ("Other") who needs access to SJSU systems.

Volunteer, Faculty Volunteer, and Unpaid Visiting Scholar POIs are not to be entered without approval from University Personnel.

Add a Person and Enter POI Information
A person who has no affiliation with SJSU, and therefore has no Employee ID, must first be added to the system as a person, then the POI can be connected to their record.

Complete a Search
1. Navigate: Main Menu > CSU ID Search
2. Enter as much information as you have for the person (A)
3. Click Search
4. Review the Results (B) to determine if your POI already exists on campus; if they do, please continue to the next section; if they are new, continue to the next step

Add the Person
1. Navigate: Main Menu > Workforce Administration > Personal Information > Add a Person
2. Leave the Person ID as NEW (A)
3. Click Add the Person (B)
**Add the Name**

4. Do not change the Effective Date unless you make it earlier than the current date (A)
5. If the Format Type is not English, select that value from the list
6. Click Add Name (B)

**Enter the Name**

7. Add the First and Last Name (A)
8. Click OK (B)

**Enter the Biographic Information**

9. Enter the Date of Birth (A)
10. If known, enter the Gender
11. Enter the Highest Education Level (B)
12. Enter the National ID (C)

Please note, if the appointee does not have a National ID, please enter XXX-XX-XXXX.
Add the Address
13. Click the Contact Information tab
14. Click Add Address Detail (A)

Add the Address
15. Click Add Address (A)
**Enter the Address**
16. Enter the Address information, include City, State, and Postal (A)
17. Click OK (B)

**Confirm the Address**
18. Click OK (A)
**Add the Phone and Email Information**

19. Select the Phone Type (A)
20. Enter the Telephone and select Preferred
21. Select the Email Type (B)
22. Enter the Email Address and select Preferred

**Add the POI Relationship**

23. Click the Organizational Relationships tab
24. Check the Person of Interest box (A)
25. Select the POI Type (B)
26. Click Add the Relationship (C)
**Add the POI Data**

27. Do not change the Effective Date unless you make it earlier than the current date (A)

28. Enter the three identified Security Access Types (B) along with Value 1 (C) and Value 2 (D) – see more information below the image

29. The Active row will default (E); add the Planned Exit date and complete the More Information field with the title of the POI

30. Add a row to create the Inactive row (F); the Effective Date is one day after the Planned Exit date; the status is I; remove the Planned Exit date and the Title

31. Click OK (G)

*Please note, the Employee ID is generated when you click Add the Relationship and is displayed at the top of this page.*

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**Security Access Type 1 – Business Unit**

Value 1 = SJ000

**Security Access Type 2 – Location**

Value 1 = SJ000

Value 2 = Your 4-digit Location Code/Extended Zip

**Security Access Type 3 – POI Department**

Value 1 = SJ000

Value 2 = Your 4-digit Department ID
Enter POI Information – Add POI Type
For POIs who have a current or previous affiliation with SJSU, and therefore have an Employee ID, you do not need to add the personal data but you should review it before adding the POI type.

Find the Person
Navigate: Main Menu > Workforce Administration > Personal Information > Modify a Person
Enter the search criteria (A) and hit enter or click Search
Click the hyperlinked name of the person whose date you wish to review (B)
Review the Biographical Details

1. If the appointee's name has changed, insert a new effective dated row (B) and make the update.
**Review the Contact Information**

2. Click the Contact Information tab
3. Review the Current Address (A)
4. If the appointee has a new address, insert a new effective dated row (B) and make the update
5. Review the Phone Information and update the data if necessary (C)
6. Review the Email Addresses and update the data if necessary (D)
7. Once all changes are made, click Save (E)

**Add the POI Type**

8. Navigate: Main Menu > Workforce Administration > Personal Information > Organizational Relationships > Add a POI Relationship
9. Enter the Empl ID (A)
10. Enter or select the Person of Interest Type (B)
11. Click Add (C)
Add the POI Data

12. Do not change the Effective Date unless you make it earlier than the current date.

13. Complete the Security Data (A) – see more information below the image.

14. The Active row will default; add the Planned Exit date and complete the More Information field with the title of the POI (B).

15. Add a row to create the Inactive row; the Effective Date is one day after the Planned Exit date; the status is I; remove the Planned Exit date and the Title.

16. Click OK (C).

Security Access Type 1 – Business Unit
Value 1 = SJ000

Security Access Type 2 – Location
Value 1 = SJ000
Value 2 = Your 4-digit Location Code/Extended Zip

Security Access Type 3 – POI Department
Value 1 = SJ000
Value 2 = Your 4-digit Department ID
Reappoint an Existing POI
Follow the steps below to reappoint a POI who has already been a POI in your department.

Find the Person
1. Navigate: Main Menu > Workforce Administration > Personal Information > Organizational Relationships > Maintain a Person’s POI Relt
2. Enter criteria to search for the person (A)
3. Check Include History (B)
4. Click Search
5. Click the appropriate hyperlink for the person (C)

Insert new Active and Inactive rows
6. Click the + sign to add the new rows
Enter the New Dates

7. Enter the Active row’s Effective Date and Planned Exit Date (A)
8. Enter the Inactive Row’s Effective Date and change the Status to I
9. Remove the Planned Exit date and Title from the inactive row
10. Click Save (B)
Inactivate POI Information
If you need to inactivate a POI appointment earlier than originally planned, follow the steps outlined in this section.

Find the Person
1. Navigate: Main Menu > Workforce Administration > Personal Information > Organizational Relationships > Maintain a Person’s POI Reltn
2. Enter criteria to search for the person (A)
3. Check Include History (B)
4. Click Search
5. Click the appropriate hyperlink for the person (C)

Change the Dates
6. Change Effective Date of the inactive row (A)
7. Change the Planned Exit Date of the active row (B)
8. Click Save (C)