

Person of Interest (POI)

Procedure for setting up a person of interest (POI), which is a non-paid University affiliate (i.e. volunteer).

Procedure:

1. Submit the **Person of Interest (POI) Request form** to your assigned Front Office professional via email.
2. POI will be entered in HCM (HR system) if University access is needed.
 - Requesting supervisor and POI will be notified via email of POI ID number.
3. Form:
 - [Person of Interest \(POI\) Request form](#)
4. Notify your Front Office professional when POI appointment has ended.

NOTE: Signatures *are required* on the Risk and Waiver of Responsibility Agreement and Confidential Disclosure Agreement.

Departmental Policies:

- Please submit paperwork to your assigned Business Office professional a minimum of a week prior to the POI's effective start date.
- Incomplete forms will be returned and will need to be re-submitted when complete.
- Paperwork submitted late cannot guarantee a POI will be set up by the requested start date.
- POI's should not begin volunteering until set up process is complete.
- If requesting a Buff One card or door access for the POI, the expense is paid by the POI's supervisor. Fill out the campus card request form:
 - <https://www.colorado.edu/buffonecard/visitors-guests>
 - Submit form to Front Office professional for department approval

University Policies:

- All POI's must have a Social Security number for security access (University system access), except for foreign nationals.
- A POI may have multiple affiliations with the University.
- POI's are not University employees and do not receive workers' compensation or other University benefits.
- Employees may volunteer so long as the volunteer activities are not the same or similar to the activities the employee is employed to perform.

Additional Information:

- Employee Services POI Information:
 - <http://www.cu.edu/employee-services/person-interest-poi>
- Risk Management POI Information:
 - <http://www.cu.edu/risk/volunteer-trainee-and-minor-participants>