

Completing the HR Service Center (HRSC) Person of Interest (POI) Form

Person of Interest (POI) Resources

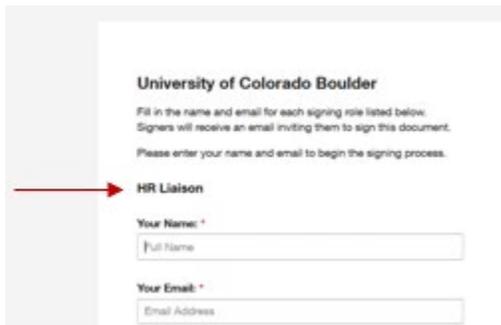
1. Review [POI Types](#) and [POI HCM Record Practices](#) webpages.
2. Review the [HR Service Center's POI webpage](#)
3. Initiate a [Person of Interest \(POI\) Form](#) (DocuSign) to request the creation of an HCM record for the incoming scholar.
 - It typically takes 2-3 business days for the record to be created by the HRSC. They may exceed this during busy times of the year.

Initiating the Person of Interest (POI) Form

Access the [Person of Interest \(POI\) Form](#) (DocuSign)

Click into the **HR Liasion** section **Your Name** field and **enter your full name**.

Click into the **HR Liasion** section **Email Address** field and enter **your email address**.



University of Colorado Boulder

Fill in the name and email for each signing role listed below.
Signers will receive an email inviting them to sign this document.
Please enter your name and email to begin the signing process.

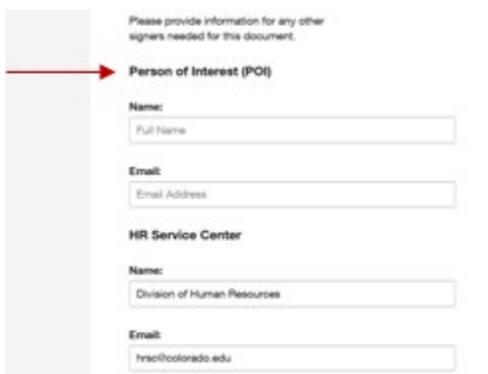
HR Liasion

Your Name: *
Full Name

Your Email: *
Email Address

Next, click on the **Name** field in the **Person of Interest (POI)** section. **Enter the prospective exchange visitor scholar's name**.

Click into the **Email** field in the **Person of Interest (POI)** section and **enter the prospective exchange visitor scholar's email address**.



Please provide information for any other signers needed for this document.

Person of Interest (POI)

Name:
Full Name

Email:
Email Address

HR Service Center

Name:
Division of Human Resources

Email:
hrsc@colorado.edu

Unable to load PowerForm signing process. Error: An error has occurred.

If you get an Unable to load PowerForm signing process error, this may be related to one of the names entered. Try removing special characters, reducing the number of characters for long names, and/or simplifying names so there are not multiple names strung together (e.g., enter Kishna Smith rather than Krishna Akshay Sidhartha Smith).

Click on **Begin Signing**.

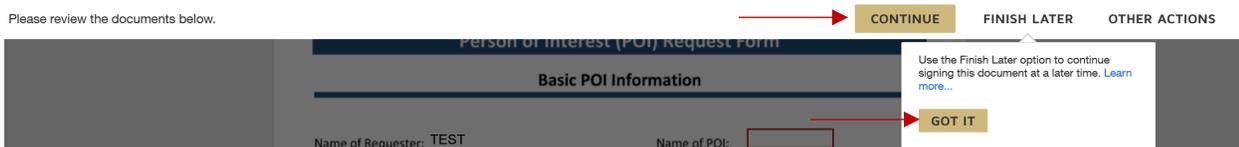


You will be automatically brought into the form. Click on **Got It** to dismiss the pop-up and then click on **Continue**.

Please Review & Act on These Documents



Please review the documents below.



Click on **Start** and begin entering the required information (denoted by a red box).

- Name of Requestor
 - Your name will populate in this field based on how you entered it on the form landing page
- Name of POI
 - Enter full name of the prospective exchange visitor scholar as it appears in the passport
- POI Effective Date
 - Provide a current or future date for access to begin.
 - Date cannot be more than 6 months into the future or 6 months into the past
- POI End Date
 - List the first date that the individual should no longer require access.
 - Standard POIs have an end date one year from the effective date unless it is known their service will last longer. POIs cannot be dated longer than five years. If necessary, reach out to HRSC to new or extend an existing POI.
- POI Sponsor
 - Provide first and last name
- Sponsor Position #
 - Position numbers are 8 numeric digits long beginning with two zeroes
- Does the POI Require a BGC (background check)?
 - Select Yes if the exchange visitor will work or assist programs in childcare facilities or serving minors or at-risk adults, spend the night in a situation where minors are present, provide housing for minor undergraduate students, or need access CU Rec Center facilities.
 - If Yes is selected, the “If a BGC is required...” question will also be required.
- POI Dept Number
 - Enter the sponsoring department’s five numeric digit org number. This should start with one (1).
- POI Type
 - Select ALL that apply
 - Additional Information: [POI Types](#) and [POI HCM Record Practices](#)

You will not have to complete the second page of the form. The POI/ prospective exchange visitor scholar is responsible for completing this page of the form.

Click on **Finish** at the bottom of the screen.



After submitting the form, you will be brought to the main [University of Colorado Boulder webpage](#).

The form will then be emailed to the POI/prospective exchange visitor scholar at the email address you provided on the form landing page. The POI/prospective exchange visitor scholar will be required to complete p.2 of the form.

POI/Prospective Exchange Visitor Scholar's Responsibilities

The POI/prospective exchange visitor scholar must **open the DocuSign email** and click on **Review Document**.

Next, they will click on **Start** and begin entering the required information (denoted by a red box).

Personal Information

Full Name:
First Middle Last

CU ID:
Employee ID Student ID Identkey

Date of Birth: Birth Location:
MM/DD/YYYY City State/Province Country

Gender: Highest Education Level:

Marital Status: Social Security Number / National ID:

Contact Information

Mailing Address:
Street Address Apartment / Unit #

City State Country Zip Code

Is your home address the same as your mailing address?

Domestic Home Address: _____
(US addresses – only if applicable) Street Address Apartment / Unit #

City State Zip Code

International Home Address: _____
(only if applicable)

Phone:
Preferred Type Additional Type

Email:
Preferred Type Additional Type

Additional Information

Ethnic Group: Military Status:

- Full Name
 - Enter full name as it appears on the passport
- Date of Birth
 - Enter Month followed by day and then year
- Gender

- Select applicable option; choices match options available when issuing a DS-2019
- Marital Status
 - If there is not an applicable option or you do not want to provide the information, select Unknown
- Phone
 - The form is formatted to collect US phone numbers (xxx-xxx-xxxx).
- Ethnic Group
 - If there is not an applicable option or you do not want to provide the information, select NSPEC- Choose not to disclose
- Military Status
 - If there is not an applicable option or you do not want to provide the information, select Not Indicated

Click on **Finish** at the bottom of the screen to submit the form to CU Boulder's HR Service Center.

