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 Liaison section Your Name field and enter your full name.

Click into the HR Liaison section Email Address field and enter your 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.
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 Krishna 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**.

Click on **Start** and begin entering the required information (denoted by a red box).
• Name of Requestor
  o You name will populate in this field based on how you entered it on the form landing page

• Name of POI
  o Enter full name of the prospective exchange visitor scholar as it appears in the passport

• POI Effective Date
  o Provide a current or future date for access to begin.
  o Date cannot be more than 6 months into the future or 6 months into the past

• POI End Date
  o List the first date that the individual should no longer require access.
  o 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 renew or extend an existing POI.

• POI Sponsor
  o Provide first and last name

• Sponsor Position #
  o Position numbers are 8 numeric digits long beginning with two zeroes

• Does the POI Require a BGC (background check)?
  o Select Yes is 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.
  o If Yes is selected, the “If a BGC is required…” question will also be required.

• POI Dept Number
  o Enter the sponsoring department’s five numeric digit org number. This should start with one (1).

• POI Type
  o Select ALL that apply
  o 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/Proseptive 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).

- **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.