**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 Business 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 Business 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](https://www.colorado.edu/buffonecard/visitors-guests)
  - Submit form to Business 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](http://www.cu.edu/employee-services/person-interest-poi)
- Risk Management POI Information: