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.
    - y Requesting supervisor and POI will be notified via email of POI ID number.
3. Form:
    - y 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:

- ¾ Please submit paperwork to your assigned Business Office professional a minimum of a week prior to the POI's effective start date.
- ¾ Incomplete forms will be returned and will need to be resubmitted when complete.
- ¾ Paperwork submitted late cannot guarantee a POI will be set up by the requested start date.
- ¾ POI's should not begin volunteering until set up process is complete.
- ¾ 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:
    - o https://www.colorado.edu/buffonecard/visitors-guests
        - ƒ Submit form to Front Office professional for department approval

University d [(w)(l)-12.2aS0 1 Tf 0 T(u)-3.2u an <</MCID 59 >>BDC w ( )Tj (a)]TJ -0.001 Tc -0.00a