Managing a Person of Interest

This instruction guide gives the process for assigning a Person of Interest (POI) to a different department and making a POI inactive in the system. You will need the security role UF_EPAF_Department Admin.

Reminder: A POI is someone who is not employed by UF. This individual is not on the University payroll but required to have access to the myUFL system to enroll in a training class or perform a function within the myUFL system.

Procedure

- To access this function, you would use the following navigation: NavBar > Main Menu > Human Resources > Workforce Administration > Personal Information > Organizational Relationships > Maintain a Person's POI Reltn

1. First, search for the POI. You can use any search field.
2. Click the Search button.

- To change the POI to a different department:
3. Click the Add a new row button in the Person of Interest Department section.
4. In the TOP row, the new one, in the Department field, enter the new Department ID (or use the Look up Department button).

- To make the POI inactive, you need to establish a date for change of status:
5. To create this date range, first click the Plus button to add a new row in the Person of Interest History section.
6. Click the Look up Status button in the TOP row, the new one.
7. Click the Inactive link.
8. Enter the date (or use the Choose a date button). Note: The Inactive Status should always appear as the first row.
9. Click the Save button.

For help with technical issues, contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu. For assistance with policies and directives, contact Recruitment and Staffing at 352-392-2477.