
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.