Person of Interest (POI) appointments are granted to individuals who are not employees, but are working with the U in some formalized way. There are two types available. Affiliates are included in the headcount for cost pools (and so the college pays for them) and grant remote library access. External Service Providers (ESPs) are not included in the headcount for cost pools and do not provide remote library access. Both types grant the holder an employee ID, an x.500 with email access, a UCard, and directory listing.

In order to set up a POI, we need:

1) HRTS4 uploaded to Google Drive with:
   - EmplID- if known
   - Name
   - DeptID
   - Job Code
   - POI type- affiliate or ESP
   - Business title- only required if you would like something other than the job code title to show up on the OneStop people search
   - Dates of relationship- must not be longer than 3 years

2) HRIF- required only if the individual does not already have an emplID; recommended to ensure office mailing addresses are up to date if applicable

3) Brief description of how the appropriate criteria for assigning a POI have been met. If the request is for an Affiliate, then the description must include a justification for why the employee requires remote library access.

We will run a query each fall to update end dates as this is not an automatic process. If the relationship should be inactivated sooner than the original end date or the end date should be extended, departments are responsible for uploading a new HRTS4 to Google Drive requesting the change.