PERSON OF INTEREST (POI)

Maine's Public Universities
UNIVERSITY OF MAINE SYSTEM

Form Data			
Form Type	**Campus**	**Department**	Fax completed form to 561-3456 or email payroll@maine.edu

Personal Information					
Prefix	First Name (Legal)	Middle I	Last Name (Legal)	Suffix	MaineStreet ID (if known)
Prefix	*First Name (Preferred)*	*Middle I*	*Last Name (Preferred)*	*Suffix*	Date of Birth (mm/dd/yyyy)

List all Former Legal Names	Have you EVER been a STUDENT or EMPLOYEE at ANY University of Maine System campus? Yes No

POI Contact Information	Emergency Contact
Personal Email Address	Last Name, First Name
Address Line 1	Address Line 1
Line 2	Line 2
City, State, Zip Code	City, State, Zip Code
Phone #	Phone #
Campus Address	Relationship to Employee

University Relationship (Person of Interest Type)

Alumni	Graduate Advisor	Pre- Hire Faculty	Visiting Faculty
Campus Card	Intern	Pre-Hire Law Faculty	USM MFA Faculty
Consultant	Law Community	PT Law Faculty	Pre-Hire Staff
Contractor	OLLI at USM	Non-Employee Temp	Cross-Campus Affiliation
Other (please explain)			Non-Salaried Faculty

University Contact/Sponsor

University Staff Completing this Form	Empl ID #	Telephone Number
University Staff Authorizing Access (if different than above)	Position #	HR Department

Purpose for University Access		Start Date	End Date
Campus Address		Campus Phone	

Certification

I certify that all of the information provided on this form is accurate and complete to the best of my knowledge

University Employee Signature	**Date**	**POI Signature**	**Date**

General Instructions

For additional information, visit http://support.hr.maine.edu/human-resources-support/human-resources/hrms-topics

1.	**Form Name: Person of Interest (POI)**
2.	**Revisions:** 04/2018 Added University staff completing form, access information in instructions; 03/2018 Added Preferred Name, Deleted Education
3.	**Purpose:** complete and submit this form to generate a MaineStreet username/account for non-employees. Generally, this form is required for pre-hires if access is necessary before hire date.
4.	**Required Fields**: Enter all information that needs to be added/updated in MaineStreet. Form fields preceded by | are required fields; missing required information will be considered incomplete and returned to preparer.
5.	**Deadlines**: there is no deadline for this form; POI records will be created as soon as possible
6.	**Submission Methods**: Send completed forms (including with all required signatures) to HR/Payroll as follows:
	a. **Fax to 561-3456**: This fax number transmits the form directly to ImageNow where payroll will link to the employee and move to appropriate data entry queue. This submission method is the most secure for protecting personal information.
	b. **Email to payroll@maine.edu**: Completed form is sent via email attachment. Per Administrative Practice Letter – Employee Protection of Data, Social Security Numbers are not advised to be shared via email. If fax is not available and form with SSN is sent via email, Payroll will print the form to ImageNow and then the email will be deleted to safeguard the employee's information.
	c. **Campus Mail**: Send via campus/USPS mail to UMS Payroll, 65 Texas Avenue, Bangor ME 04401. When received, the form will be faxed to ImageNow for processing.

Form Data

7.	**Form Type**: This field will help determine duplicate forms. Select from the dropdown as follows:
	a. **Original**: if this is the first rendition of the form sent to Payroll;
	b. **Revised**: if this form includes corrected information compared to the Original form already submitted to Payroll.
8.	**Campus**: Select from dropdown the campus initiating the action.
9.	**Department**: up to 6-character HR department ID with the first letter representing the campus (A=UMA, F=UMF, K=UMFK, M=UMM, O=UM, P=USM, I=UMPI, S=Univ Svcs).

Employee Information

10.	**Prefix, First Name, Middle I, Last Name and Suffix**: Enter employee's legal name
1.	**Prefix, First Name, Middle I, Last Name and Suffix**: Enter employee's preferred name **if different than legal name;** (legal name will display in HR and preferred name will be shared with other UMS applications such as Blackboard, etc.)
11.	**MaineStreet ID**: Enter employee's 7-didgit MaineStreet ID
12.	**Former Legal Names:** enter as appropriate so we may search all UMS databases to see if an account already exists.
13.	**Have you EVER been a STUDENT or EMPLOYEE at ANY University of Maine System campus?:** select yes or no so we may search to see if account already exists.
14.	**Date of Birth**: Enter date of birth

Contact Information

15.	**Email Address**: Business Email will be assigned by system. Enter personal email if available.
16.	**Address**: Enter home address.

17. **Telephone Number**: Enter telephone numbers as appropriate for home, cell, office, etc.
18. **Campus Address**: enter campus address

Emergency Contact Information

19. **Address**: Enter addresses as appropriate for emergency contact
20. **Telephone Number**: Enter telephone numbers as appropriate for home, cell, office, etc.
21. **Relationship to Employee**: Enter the relationship as appropriate (i.e. spouse, son, daughter, father, etc.)

University Relationship - POI Type

Select the appropriate relationship to the University; if Other is selected, please provide detailing information.
All POI types will:
- Create or activate UMS account (username, email and Google apps)
- Grant access to Blackboard
- Grant access to myUMS.maine.edu

Other appropriate access will be granted accordingly based on type of POI.

University Contact/Sponsor

22. **University Staff Completing Form**: enter the name of the UMS staff person completing the form
23. **Empl ID**: enter the employee ID of the person completing the form
24. **Telephone Number**: enter the telephone number of the UMS staff person completing the form
25. **University Staff Authorizing Access**: enter the name of the person requesting the access; this person will be responsible for the POI and *username/account will not be created without this information*.
26. **Position Number**: 8-digit position number is unique to the employee's job; found on the Basic Employee Information page (University of Maine System > HRMS > Review HRMS > Basic Employee Information)
27. **HR Department**: up to 6-character HR department ID with the first letter representing the campus (A=UMA, F=UMF, K=UMFK, M=UMM, O=UM, P=USM, I=UMPI, S=Univ Svcs).
28. **Purpose for University Access**: describe the reason for the access to a UMS account for the non-employee POI
29. **Start Date**: Enter the start date access/account is needed
30. **End Date**: Enter the date access/account is no longer needed
31. **Campus Address**: Enter campus address of the person responsible for the POI
32. **Campus Phone**: Enter the telephone number of the person responsible for the POI

Authorized Signatures

Signatures required will vary by type of action and campus/departmental needs. Generally, a financial manager signature is required on all forms with changes in salary.

33. **University Employee**: signature, date and typed/printed name of supervisor of POI
34. **POI**: signature, date and typed/printed name certifies information is accurate