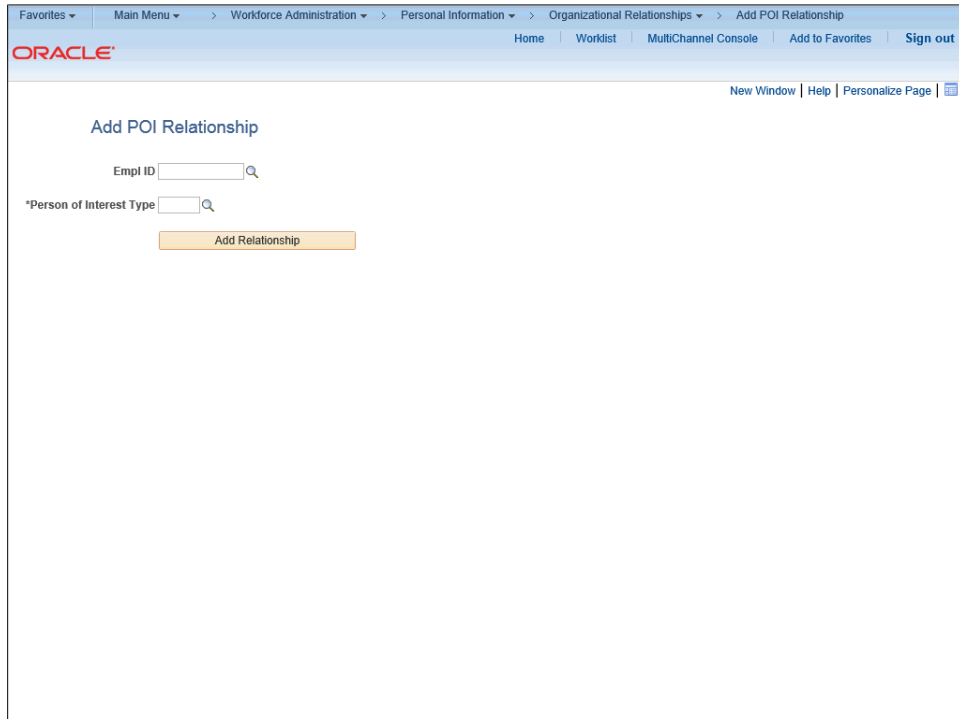

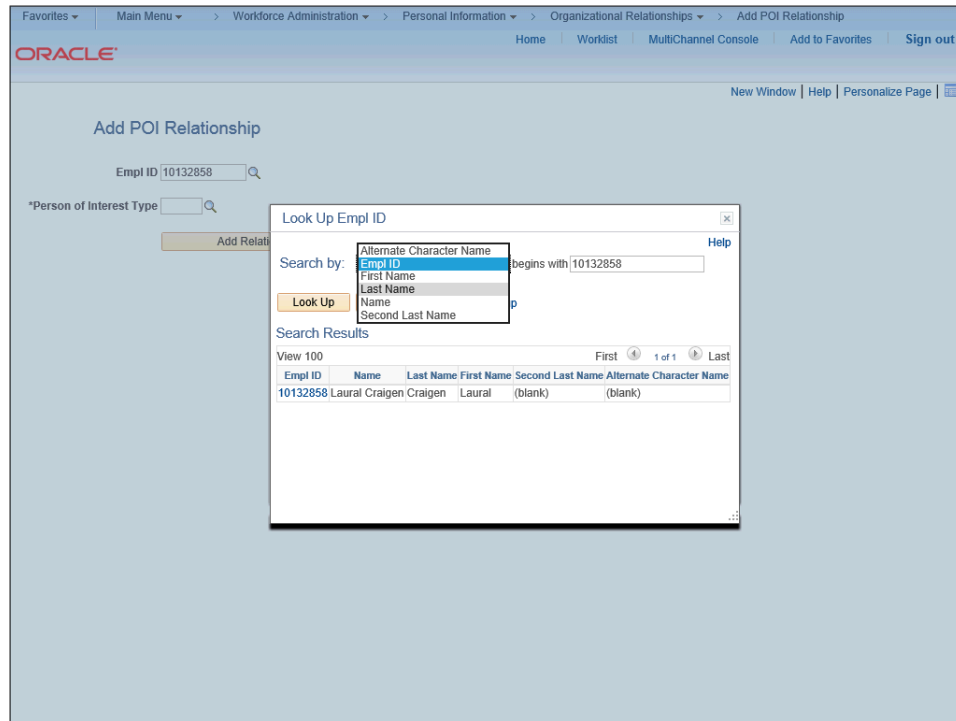





Use this task to add a new person of interest (POI) instance for someone that already has a **Person ID (Empl ID)** in UCPATH.

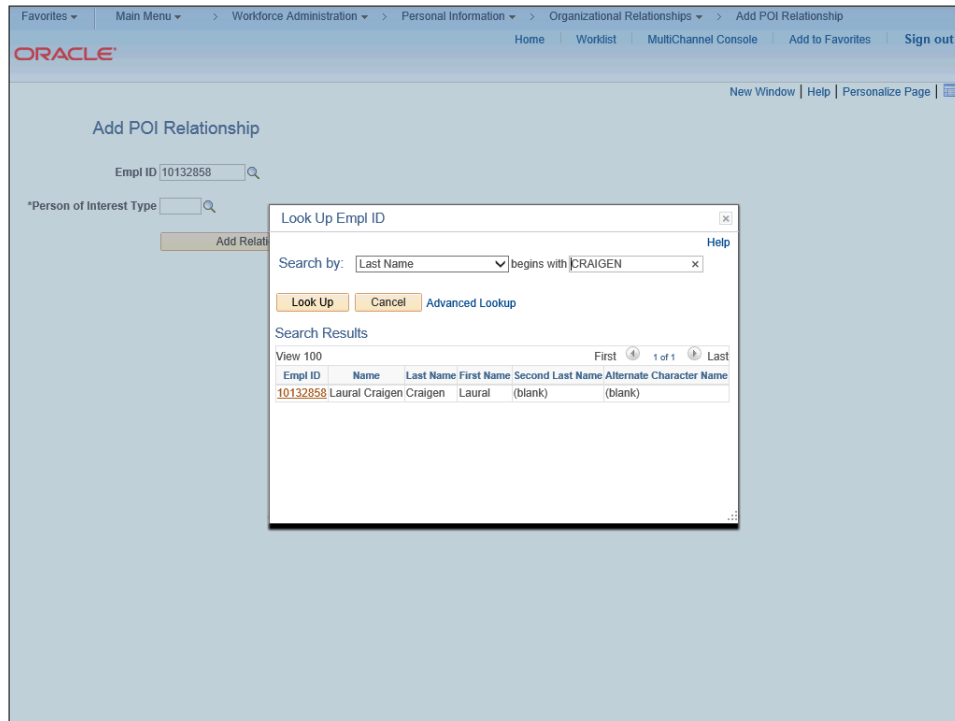
Navigation: PeopleSoft Menu > Workforce Administration > Personal Information > Organizational Relationships > **Add POI Relationship**




Step	Action
1.	Note that the Empl ID field is also known as the Person ID field. Click in the Empl ID field.
2.	Enter the desired information into the Empl ID field.
3.	Click the Look up Empl ID button. 
4.	You also can search by name if you do not know the Empl ID . Click the button to the right of the Search by field.

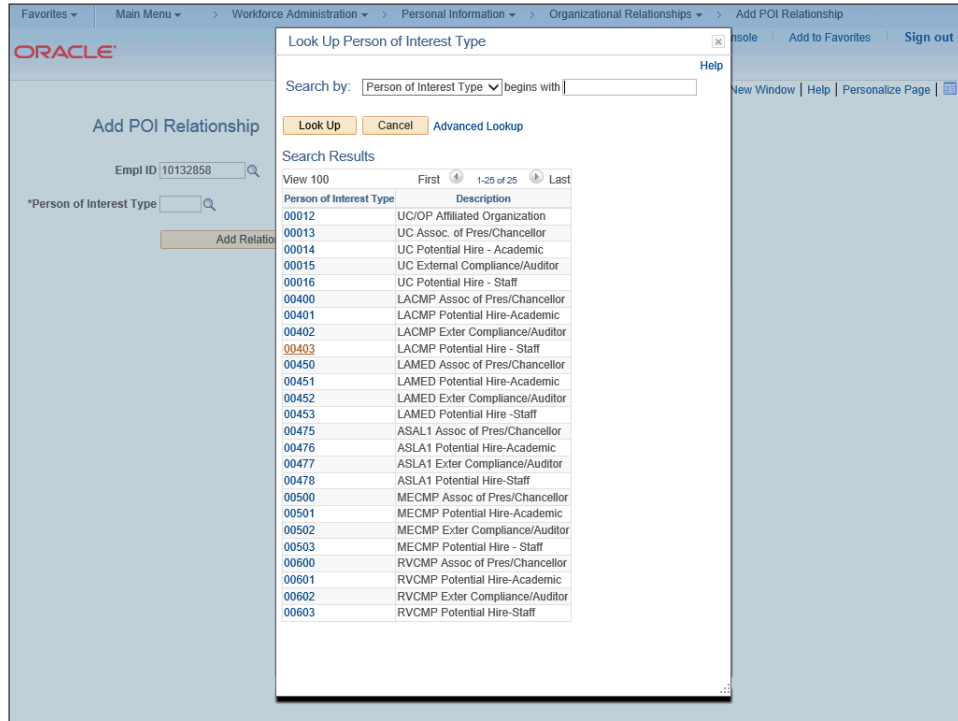



Step	Action
5.	Click the Last Name list item. 
6.	Click in the begins with field. 
7.	Enter the desired information into the begins with field.
8.	Click the Look Up button. 




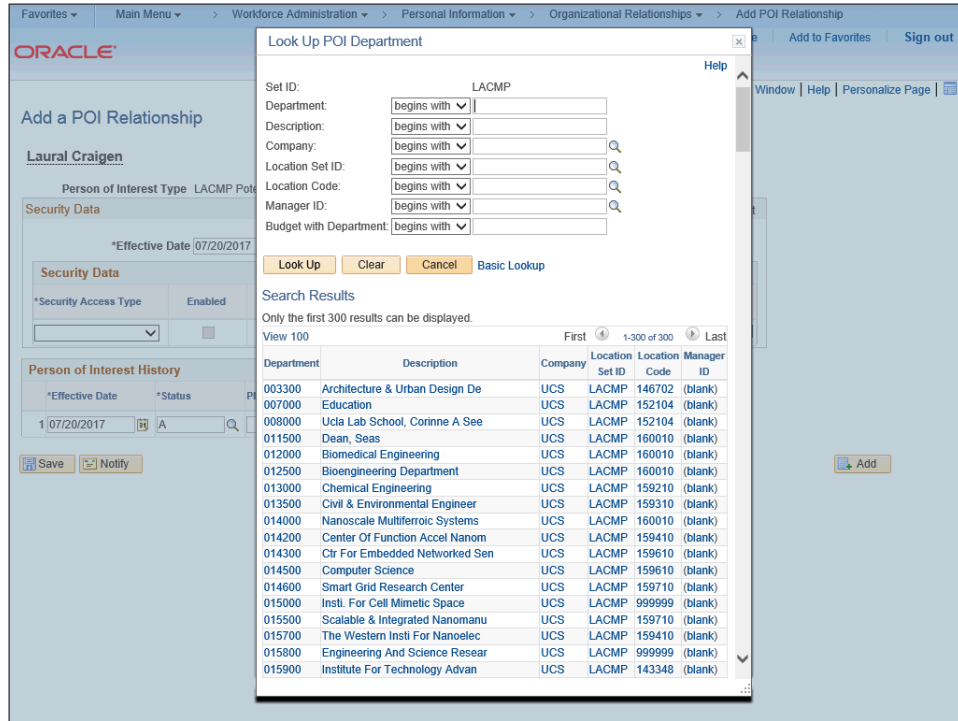
Step	Action
9.	Records that match your criteria appear in the Search Results list.
10.	Click the Look up Person of Interest Type button. 



UCPath Task:
Add Person of Interest Relationship

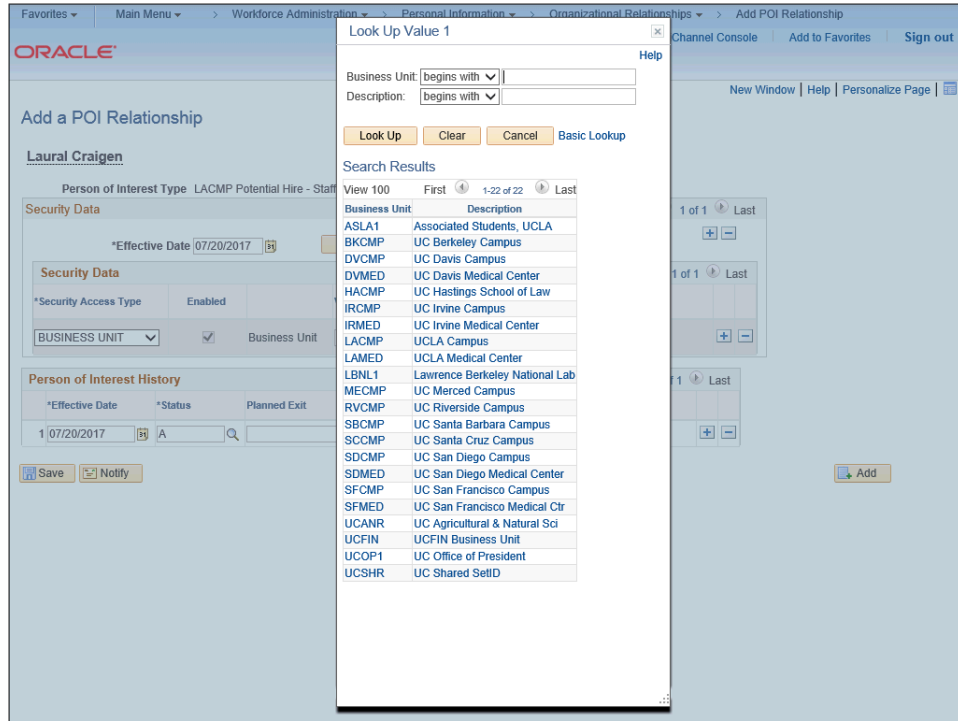



Step	Action
11.	Select the applicable Person of Interest Type .
12.	Click the Add Relationship button. 

Step	Action
13.	The Add a POI Relationship page appears.
14.	The POI Department field is an optional field. Click in the POI Department field.
15.	Click the Look up POI Department button. 




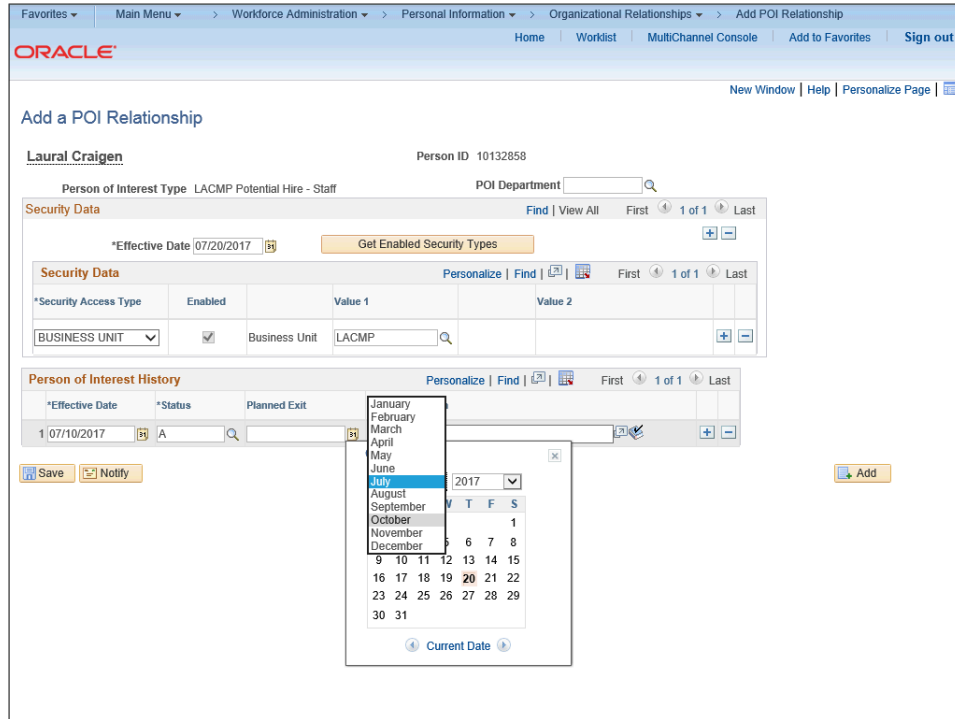
Step	Action
16.	<p>Security Access Type is required.</p> <p>Click the button to the right of the Security Access Type field.</p> 
17.	<p>Click the BUSINESS UNIT list item.</p> 
18.	<p>Value 1 is a required field in which you will select your location business unit.</p> <p>Click the Look up Value 1 button.</p>



Step	Action
19.	Select the appropriate location.
20.	Select the current row in the Person of Interest History section. Click in the Effective Date field.
21.	Click the Choose a date button. 

The screenshot shows the Oracle HR system interface for adding a Person of Interest (POI) relationship. The page title is "Add a POI Relationship". The user is logged in as "Laural Craigen" with Person ID 10132858. The "Person of Interest Type" is "LACMP Potential Hire - Staff" and the "POI Department" is empty. The "Security Data" section shows the "Effective Date" as 07/20/2017 and a "Get Enabled Security Types" button. Below this is a table with columns for "Security Access Type", "Enabled", "Value 1", and "Value 2". The "Person of Interest History" section shows a table with columns for "Effective Date", "Status", "Planned Exit", and "More Information". A calendar is open over the "Effective Date" field, showing July 2017 with the 20th selected. The "Status" field is set to "A".

Step	Action
22.	Enter the effective date for the new person of interest relationship.
23.	The Status defaults to A for Active .
24.	Planned Exit is a required field. Click in the Planned Exit field.
25.	Click the Choose a date button. 
26.	Enter the date the relationship is planned to end. Click the button to the right of the Month field.



Step	Action
27.	Select the appropriate month.
28.	Comments are not required. Click in the More Information field. <input type="text"/>
29.	Enter the desired information into the More Information field.
30.	Click the Save button. <input type="button" value="Save"/>
31.	You have added a new POI instance for someone who already has a Person ID (Empl ID) in UCPATH. End of Procedure.