

Use this task to extend the **Planned Exit** date for a person of interest (POI), or to inactivate a POI instance.

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

The screenshot shows the 'Maintain POI Types' search page in Oracle PeopleSoft. The breadcrumb trail is: Favorites > Main Menu > Workforce Administration > Personal Information > Organizational Relationships > Maintain POI Relationship. The page title is 'Maintain POI Types'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A 'Find an Existing Value' button is present. The search criteria section includes fields for Empl ID, Person of Interest Type, Name, Last Name, Second Last Name, and Alternate Character Name, each with a 'begins with' dropdown menu and an input field. There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Step	Action
1.	Search for the POI using the Empl ID , Name or Last Name field. For this example, click in the Last Name field.
2.	Enter the desired information into the Last Name field.
3.	Historic and future-dated POI data appears when you select the Include History option. Click the Include History option. <input type="checkbox"/> Include History
4.	Click the Search button. <input type="button" value="Search"/>

Maintain POI Relationship

Laural Craigen Person ID 10132858

Person of Interest Type LACMP Potential Hire-Academic POI Department

Security Data Find | View All First 1 of 1 Last

Effective Date 07/01/2017

Security Access Type	Enabled	Value 1	Value 2
BUSINESS UNIT	<input checked="" type="checkbox"/>	Business Unit LACMP	

Person of Interest History Personalize | Find | First 1 of 1 Last

*Effective Date	*Status	Planned Exit	More Information
07/01/2017	A	09/30/2017	

Save Return to Search Notify Refresh Update/Display Include History Correct History

Step	Action
5.	The Maintain POI Relationship page appears.
6.	Locate the Person of Interest History section and the current row. Click the Add a new row button.

Step	Action
7.	A new row appears at the top of the grid. The Effective Date defaults to the current system date.
8.	For this example, change the effective date. Click the Choose a date button.

The screenshot shows the Oracle HR system interface for maintaining a Person of Interest (POI) relationship. The user is Laura Craigen (Person ID 10132858). The page is titled 'Maintain POI Relationship' and shows the 'Person of Interest Type' as 'LACMP Potential Hire-Academic'. The 'Security Data' section includes 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 pop-up is open over the 'Planned Exit' field, showing the date 09/30/2017 selected.

Step	Action
9.	Click in the Planned Exit field. <input type="text" value="09/30/2017"/>
10.	For this example, extend the Planned Exit date for the POI. Click the Choose a date button.

Step	Action
11.	Click in the More Information field. <input type="text"/>
12.	Comments are not required. Note that if comments were entered on previous rows, they copy to the current row when you add a new row. You must delete prior row comments that copied forward before you enter new comments. Enter the desired information into the More Information field.
13.	Click the Save button. <input type="button" value="Save"/>

Maintain POI Relationship

Laural Craigen Person ID 10132858

Person of Interest Type LACMP Potential Hire-Academic POI Department

Security Data Find | View All First 1 of 1 Last


Effective Date 07/01/2017


Security Access Type	Enabled	Value 1	Value 2
BUSINESS UNIT	<input checked="" type="checkbox"/>	Business Unit LACMP	

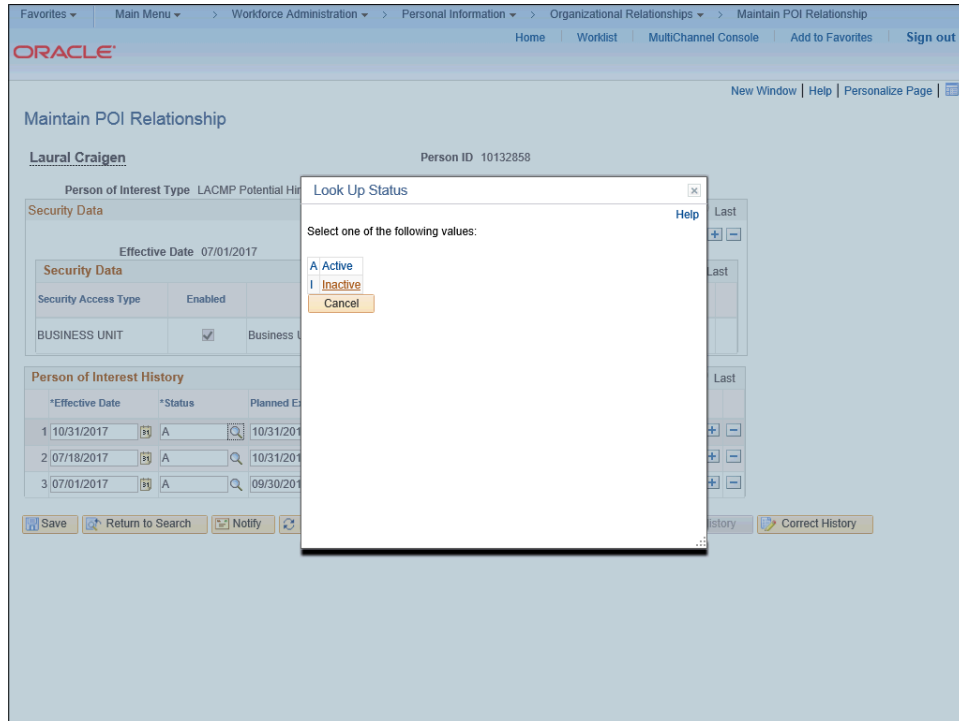
Person of Interest History Personalize | Find | First 1-2 of 2 Last

*Effective Date	*Status	Planned Exit	More Information
1 07/18/2017	A	10/31/2017	Extended end date
2 07/01/2017	A	09/30/2017	


Buttons: Save, Return to Search, Notify, Refresh, Update/Display, Include History, Correct History

Step	Action
14.	You have extended the Planned Exit date for a POI. Now, inactivate a POI instance.
15.	To inactivate a POI instance, insert a new row in the Person of Interest History section. Click the Add a new row button. 

Step	Action
16.	In this example, change the Effective Date of the new row to a future date. Click the Choose a date button.
17.	Click the Look up Status button. 



Step	Action
18.	Click the Inactive list item. Inactive
19.	Remember that you should delete prior row comments if they copied forward when you added a new row. Click in the More Information field. <input type="text"/>
20.	Enter the desired information into the More Information field. For this example, enter Inactivate POI instance .

Step	Action
21.	Click the Save button. 
22.	You have extended the Planned Exit date for a POI and inactivated a POI. End of Procedure.