CUNYFirst Person of Interest (POI) HR Data Form

Who needs to fill out the POI form and Why?

A Person of Interest (POI) record must be created in CUNYFirst for non-staff associates and Hunter College personnel paid by other entities to offer essential technological services efficiently. The individual receives an 8-digit "EMPLID" after creating this POI record, which they can subsequently be used to access College services such as:

Microsoft Office 365 Outlook: Teams, OneDrive storage, MS Word, PowerPoint, and Excel, as well as Outlook email.
CUNYFirst Account
Any other services that require EMPLID

Examples of individuals who need a POI record with EMPLID in CUNYfirst include:

Hunter College Foundation Employees
Non Tax Levy Employees

* You are not required to fill out a POI form if your job does not require you to have a Hunter College staff email or if you do not require access to M365. For example, CUNY students and Graduate Assistants already have CUNYFirst access and an 8-digit EMPL ID, which will grant them access to M365.

How to Establish a CUNYfirst POI Record with an EMPLID:

To create a POI record in CUNYfirst, the department must complete a POI HR Data Form and return it to the Office of Human Resources. Once this form is received and fully approved, the Office of Human Resources will enter the POI into CUNYfirst and notify the employee. Please note the following regarding POI appointments:

1. The maximum time a POI can be appointed is one year.

2. The form requires an appointment end date, which will prompt the removal of the POI's access to the College's services and systems.

3. To ensure continuity of access, the department must submit a yearly POI renewal form.

4. When a POI assignment ends before the original end date on the POI Form, the department must submit a termination notice to HR.

Employee Instruction:

Please complete the information on the next page. You must provide a valid government issued photo ID which indicates your date of birth in order for us to verify your identity and ensure proper entry of your personal information. HR will not process the form if you do not supply complete and correct information. Access will automatically be terminated if false information is provided. Please print legibly and return the entire form.

Pre Application Questionnaire

Full Name   **Department**

Please answer the following questions thoroughly. Indicate N/A if not applicable .

 1. Provide a brief description of why access is needed.

_____

2. Are you currently a CUNY student or employee? Please describe.

3. Active Hunter College Students: If you already have an active student hunter email(@myhunter), does your job also require a Hunter College staff email address? Please describe.

4. Graduate Teaching Fellows: If you have an active Graduate Center email address email, does your job also require a Hunter College staff email address?

5. Do you have a Hunter College Net ID?

6. Did you have a Hunter College Staff email prior M365 Email Merge?

695 Park Avenue E1502· New York, NY 10065

HUNTER
The City University of New York

CUNY THE CITY UNIVERSITY OF NEW YORK

Personal Data Form

Biographical Details:

Prefix:

_____

Last Name:

_____

First Name:

_____

Middle Name:

_____

Date of Birth: _____

Gender: Female (F) ☐   NonConf ☐   Unspecif ☐
Male (M) ☐   Transgdr ☐
Non Binry (X) ☐   NtListed ☐

Marital Status:
☐ Single   ☐ Married
☐ Divorced   ☐ Widowed
☐ Legally Separated

SSN: _____

CUNYFirst Empl ID *(if applicable)*: _____

Contact Information:

Address:

_____

Home Number:

_____

Work Phone Number:

_____

City/State/Zip Code:

_____

Cell Phone Number:

_____

Email:

_____

Highest Educational Level

Less than HS Graduate

HS Graduate or Equivalent

Technical School

2-Year College Degree

Bachelor's Level Degree

Master's Level Degree

Doctorate (Academic)

Doctorate (Professional)

Post-Doctorate

Other _____

*Ethnic Group

Are you Hispanic or Latino?

Yes   No

What is your Race or Ethnicity? Select any that apply.

American Indian or Alaska Native

Asian

Black or African American

Italian American

Native Hawaiian or Other Pacific Islander

Puerto Rican

White

What is your ancestry or Ethnicity?

Military Status

No Military Status

Disabled Veterans

Recently Separated Veteran

Active Duty Wartime/ Campaign Badge Veteran

Armed Forces Service Medal Veteran

Protected Veteran- Chose not to self-identify the classification

Not a protected veteran

I am NOT a veteran

---

*We are required by law to monitor our Affirmative Action Program, and to collect ethnic data on all employees under Federal Executive Order #11246.

Submission of this information is voluntary

Citizenship Status:

Are you a U.S Citizen: ☐ Yes ☐ No   ☐ Resident Alien   ☐ Non- Resident Alien

If No: Country of Origin: _____

Do you have clearance to work in the U.S? ☐ Yes ☐ No   Type of Visa: _____

Emergency Contacts Information:

Name/ Relationship:

_____

Address:

_____

City/ State/ Zip Code:

_____

Home Number:

_____

Cell Number:

_____

Name/ Relationship:

_____

Address:

_____

City/ State/ Zip Code:

_____

Home Number:

_____

Cell Number:

_____

I hereby certify that the information provided is accurate:

Signature: _____   Date: _____

Name:

 First   **Last**   **Middle**

 Social Security #:

CUNY Employee ID: **Department:**

Effective Start Date   **Effective End Date:**

POI Type:

 HCF   **Non Tax Levy**   **Other:**

Department Approval   **HR Approval**

 Name: **Name:**

Title: **Title:**

Department: **Approved:**   **Denied:**

Approved: **Denied:**   **Signature:**

Signature: **Date:**

Date: