

## POI FAQs

### **1. What is a Person of Interest (POI)?**

Any non-employee who will be performing duties on- or offsite, who requires system access (email, PeopleSoft, network, etc), and/or are required to complete TB or LiveScan requirements (see more below) are considered POIs. This includes volunteers, student volunteers, interns, consultants, auditors, or contractors.

### **2. How do I submit POI paperwork to HR?**

All POI must have a POI Request Form and either a Volunteer/Intern Registration Form or a Consultant Registration Form completed and submitted to our shared Volunteer-POI Request folder (G:\Shared\HR Files\Volunteer-POI Requests). If the POI is required to complete TB/LiveScan requirements, these must be completed prior to submitting forms to HR. Please email the DL for Volunteer-POI Requests ([dlforvolunteerpoireqs@sdccd.edu](mailto:dlforvolunteerpoireqs@sdccd.edu)) and cc the appropriate supervisor/manager when paperwork has been submitted.

POI paperwork needs to be renewed every fiscal year (unless another agreement has been worked out based on Contract end date, etc).

### **3. Are all POI required to submit proof of TB clearance?**

SDCCD students and consultants are exempt from providing proof of TB clearance. Interns may use TB documentation from their sponsoring school in lieu of having another TB exam performed.

### **4. Are all POI required to have LiveScan fingerprinting performed?**

SDCCD students and consultants are exempt from LiveScan fingerprinting requirements. If the POI will not have on-campus exposure to students, will not have access to student information (ie, student personal information such as address, phone, email), and is only observing classes, then LiveScan fingerprinting requirement can be waived.

### **5. What is the difference between a Volunteer/Intern and a Consultant/Contractor/Auditor?**

Consultants, contractors, and auditors receive pay for work performed (via Fiscal Services, the CE Foundation, or another entity).

Interns are students who are sponsored by another school to sit in on SDCCD classes; volunteers perform assignments without pay and should not be volunteering to perform work similar in nature to assignments they are currently performing as paid employees. Student volunteers are volunteers who are currently students at SDCCD.

**6. Which forms do I need to submit for my POI?**

Consultants/contractors/auditors should have the POI Request Form and Consultant Registration Form submitted.

Volunteers, student volunteers, and interns should have a POI Request Form and a Volunteer/Intern Request Form submitted. Student Volunteers and Interns must also provide a copy of their current class schedule. Volunteers who are not exempt from TB requirements must provide proof of TB clearance. Volunteers and interns who are not exempt from LiveScan fingerprinting do not need to submit LiveScan clearance documents with the POI packet, however it must be confirmed by the requestor that the POI has cleared LiveScan before submitting the packet to HR. Both of these types of POI should have a POI Request Form and a Volunteer/Intern Request Form submitted.

**7. Can a POI also be an active employee?**

POI assignments should not report to the same Dean and/or perform their duties in the same Department under which they currently receive pay as employees. Volunteers should not perform any work that would be done by a paid employee/for which there is a current job classification (<https://www.sdccd.edu/about/departments-and-offices/human-resources/classification/classification-descriptions/index.aspx>). Prior employees may not return as a POI performing the same work/duties they previously performed as a paid employee. If a POI is a former or current employee, this must be indicated on the POI Request Form.

**8. Do all POI need to provide their Social Security Number?**

POI who are not covered under their own liability insurance need to be covered under the District's Workers' Compensation insurance, which requires a social security number. If needed, HR can work with our Workers' Compensation provider to allow volunteers who do not have an SSN to provide an alternative ID if Risk Management should need to reach out to the District's Workers' Compensation provider. For these POI, please indicate a Social Security Number is not available by populating this field on the form with XXX-XX-XXXX.

**9. Are POI required to be vaccinated against COVID-19?**

POI may choose to provide proof of vaccination however this is not required at this time. All POI who will be onsite will be required to wear masks (regulations can be updated or changed as policy provides). Please indicate on the POI Request Form whether POI provided proof of vaccination and provide the date of vaccination.

**Note:** Effective 8/23/21, any POI who perform any portion of their assignment onsite who do not provide proof of vaccination will be required to have weekly COVID testing performed.

**10. For non-employee instructors, what additional documentation needs to be provided? How will minimum qualifications be validated (if needed)?**

TBD

**11. What are the different POI Types on the POI Request Form?**

Volunteer

Intern

SDCCD Student Volunteer

Instructor

Consultant

Contractor

Auditor

**12. Which Division should I select on the POI Request Form?**

The Division should represent the area the POI will be performing the majority of their duties.

**13. What Department Code/Description should I provide on the POI Request Form?**

The Department should reflect the location where the POI will be performing the majority of their duties. Please work with your Business Office/timekeeper to select the appropriate department code.

**14. What Supervisor/Pos # should I provide on the POI Request Form?**

The Supervisor/Position number provided should be for the Manager or Supervisor who will be overseeing the POI assignment and who the IT Help Desk should contact with information related to system access, email, etc.

**15. What if the POI requires additional access than what is listed on the POI Request Form?**

Campus Solutions access requests should be directed to Brandon Hawley (bhawley@sdccd.edu). HCM access requests should be directed to Annette Delozier ([dlforhrsystems@sdccd.edu](mailto:dlforhrsystems@sdccd.edu)). Finance access requests or any additional access (Microsoft licensings, MS Teams, etc) should be submitted to Help Desk by the Supervisor/Manager (itrequest@sdccd.edu).

**16. What should be included under “Explanation of duties” on Volunteer/Intern and Consultant Registration Forms?**

Please include the level of interaction with students/staff (in person or 100% online/remote), type of access required to student records, and general explanation of duties to be performed.

## **POI/Volunteer Workflow**

1. Requestor submits Volunteer or Consultant Registration Form and POI Request Form to Business Office/timekeeper to confirm LiveScan, TB, etc as needed
2. Business Office/timekeeper submits paperwork to POI LAN (G:\Shared\HR Files\Volunteer-POI Requests) then emails shared DL for Volunteer-POI Requests (dlforvolunteerpoireqs@sdccd.edu) and cc's the appropriate requestor/approver to notify POI team of this request.
3. Employment will perform Search Match (use SSN from Livescan) to import ID from CS if available; otherwise will create new ID, enter Job Data (including Term row), and assign appropriate POI Type
4. POI Sync will send person info from HCM to other pillars. Workforce Sync will send Job Data if applicable.
5. Help Desk will enter SDCCD email on Modify a Person
6. Help Desk will notify appropriate Dean/Reports To of POI User of new email address and how to log in via PSS if applicable
7. POI User will login via PSS to setup PeopleSoft password (security roles will apply dynamically as appropriate)
8. HCM will forward POI Request Form to appropriate Pillar security team (Annette De Lozier - HCM, Brandon Hawley and Danya Sanchez – CS, IT Help Desk – Finance)
9. HCM will forward POI Request Form to Online Learning (Chris Rodgers) for Canvas users
10. Once POI User has logged into PeopleSoft, Tech Services/Pillar security team will confirm all access is appropriate