



Person of Interest (POI) - Instructions

The Office of Human Resources Management (Central Office) established three basic criteria when we went live for adding POI's into CUNYfirst and did not want everyone entered into CUNYfirst for several reasons. Please remember that CUNYfirst is the HR system of record for our CUNY employees paid by our City or State payrolls. The basic criteria are as follows:

1. POI is managing tax levy employees
2. POI must use CUNYfirst to complete their job. We have seen this for POIs in the Business Office who perform work in the GL or the Budget component or in student services for those who perform work in the CS component.
3. POI who must be in the system for a business reason. Example: POI is teaching a class and must be assigned to a course.

After confirming the criteria stated above has been satisfied, an email communication from the department and/or person's supervisor stating the reasons why the entry is needed, along with the completed POI PAF form will be expected by OHR (to Joseph Marte or Priscila Reynoso.) Once OHR approves, please contact position management at position.management@baruch.cuny.edu to obtain the CUNYFirst position number. Upon receipt, please provide this number to OHR and the request will be completed.