Instructions on How to Setup a Person of Interest (POI) in MIDAS

Harvard Chan School takes secure measures when assigning identification numbers and ID cards for contractors, vendors, and consultants hired by departments. However, when it is clear that the person hired must have access to our systems and buildings in order to perform job duties, the Department Administrator follows the instructions below to make the new request for a POI.

A Person of Interest is someone who will be conducting work at the school and is classified as not being on Harvard’s payroll. Specifically, they are not in PeopleSoft. Here’s a guide to all "person of interest" role types — including the expanded role types (Fall of 2015)— plus their MIDAS codes, a description of each type, helpful examples, and a handy "cheat sheet" to print for reference: Quick Guide to POI Role Types

Steps for a New Request

1. The Department Administrator locates and completes the Non-FAS Person of Interest (POI) Authorized Identity Request Form (PDF). The request must come from the approved Department Administrator list. You can also view the Harvard Chan School POI policy.

2. The Department Administrator will make a copy of the form for their records.

3. The Department Administrator takes the original form to the Harvard Chan School ID Office located on the first floor of the Kresge building, who will then process the request and assign an HUID number. This is done by entering the employee into the MIDAS System (Managing Identity Data and Affiliation Securely) with an end date. The Authorizer Name in MIDAS is the Department Administrator who’s responsible for bringing the POI on-board.

   **Note:** If you’re setting up a POI for a departing employee who’ll need access to email after their end date, then please ensure the start date on the form is the same date as the last day worked or a date prior to the last day worked, so there’s no disruption to systems access.

4. The Department Administrator requests a Novell and email account using this electronic form from the Harvard Chan School IT website. It will take about two business days.
Granting Additional Access for Persons of Interest (POI)

1. POI Access to the Countway Library

If the POI is doing research for a Harvard faculty member, they are eligible for a Research Assistant ID. The link below has more information. The faculty member sponsoring the POI fills out section two completely (Name, Harvard ID#, and signature). The POI will need to bring their form to Countway and have their photo taken. There is a $15 charge. This will give the POI electronic access to the resources remotely. https://www.countway.harvard.edu/about/who-can-use-countway/special-borrowers

2. POI Access to Harvard Training Portal

The POI should be able to register for classes through the Harvard Training Portal if they have their HUID and Harvard Key. If they aren’t able to get in, contact Erin Ringuette (HLC Training Specialist) so that an email can be sent to trainingportalhelp@harvard.edu. Erin and the Training Portal Helpdesk will provide additional guidance on setting the person up.

We have a work instruction for those who are not setup as POI’s but need to be in order to take training. For those, a Manager/Supervisor can use the POI role of Guest/Visitor: https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/common/resources/resourcedetail/simrs000000000003446

Updating/Terminating an Existing POI’s HUID

- If a POI extension is needed, a new form must be completed and brought to the Harvard Chan School HUID Office.

- If a POI terminates and has access to systems, please complete the Harvard Chan School Employee Departure Form. We ask you to do this because some POI’s, based on their role, will have email/Novell accounts, and access to buildings and systems. If you have questions about their Harvard Chan School access, contact us below:

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<tr>
<th>If</th>
<th>Contact/Department</th>
<th>Phone</th>
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<tbody>
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<td>HUID Card/Building Access</td>
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<tr>
<td>Email/Shared Drive Access</td>
<td>IT Helpdesk</td>
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<td>PeopleSoft or Oracle/QlikView</td>
<td>Matthew Mees, HR</td>
<td>2-7241</td>
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<td>Wasabi and Oracle/OBI Finance</td>
<td>Diane Standring</td>
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<td>GMAS</td>
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<tr>
<td>HCOM</td>
<td>Lisa Parisi, OFS-AP</td>
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Frequently Asked Questions

Q. I have an employee with a Harvard HUID who needs to maintain their email account after they terminate. How do I make that happen?

A. In order for email accounts to stay open for departing employees, you will need to complete a POI form and follow the steps outlined under *Steps for a New Request*. Also, since they previously worked on Harvard’s Payroll, be sure to write the HUID number on the form under Section 2.

*Quick Guide to End Dates for Harvard Affiliates*: A summary of procedures for setting end dates for University employees, students, persons of interest, sponsored people (in FAS), library borrowers, alumni, and retirees.

Q. If I have a Harvard Retiree who will need to keep their email account open, what should I do?

A. In order to keep an email account open for a Harvard Retiree, the department must setup the person up as a POI, following the same steps outlined under *Steps for a New Request*. Please do not use Retiree under the Role as this will not allow the email account to remain open. You should choose the “Other” option.

Q. How long can a Person of Interest work at Harvard?

A. POI’s can work at Harvard for up to 15 months.

Q. Do I setup a weekly paid temp, intern, or LHT as a Person of Interest?

A. No. These employees are typically hired onto the Harvard Payroll in PeopleSoft and will be assigned an HUID. This is also the case for legitimate unpaid interns. Once the HUID is assigned, simply request an email account through IT, and then enter their email address in MIDAS. *Note*: For new hires, a Novell and Email Account will only be granted if the paperwork has been processed and entered in PeopleSoft.

Q. How do I hire someone who is paid by a neighboring hospital, will approve time, and conduct performance reviews for Harvard staff?

A. First, contact your HR Partner to assist. These roles can only be assigned if the person(s) are in a PeopleSoft role. Therefore, they must be hired into a PeopleSoft managerial exempt job code as unpaid. Your HR Partner can help with assigning an appropriate job code.

Q. How does a POI, who needs to manage a lab roster in PeopleSoft, gain access to PeopleSoft?

A. Contact Matt Mees or Trina Weekes. The PeopleSoft role of “Lab Roster Manager” can only be accessed if the POI has a user profile in PeopleSoft, which requires manual processing for non-employees. Your local HR department’s Authorized Requestor will submit a request to create the user profile. Please provide the Authorized Requestor with the person’s name, HUID, and email address. Once the PeopleSoft security team has set up the user profile, you can request the Lab Roster Manager Role (PS^HR^ALL^SABA ROSTER) in PeopleSoft by emailing: trainingportalhelp@harvard.edu.
Q. How do I hire someone who is paid by a neighboring hospital, will not manage staff, but will need a Harvard HUID Card for access to the buildings, VPN access, Outlook email/calendaring, and access to shared drive IT resources?

A. The Person of Interest role called Collaborator will be appropriate in this case since they will not be managing time worked, absences, and performance reviews in PeopleSoft.