

INSTRUCTIONS FOR PROCESSING INTRA-AGENCY FACULTY PROCESS

The HR Department will facilitate the entry of bio/demo data for faculty who teach courses at UMBC, but are not on the UMBC payroll. Creation of a POI record for these individuals will allow the faculty member to obtain a myUMBC user account, as well as gain access to advising and registration records in the SA system. The following steps are to be taken when requesting creation of a pre-hire record:

1. Complete UMBC Non-Employee Data form and submit to HR data entry.
2. HR staff member will review the form and enter bio/demo data into the PS system. The individual will have the status of POI (Person of Interest) with a code of 00008 (External Faculty).
3. Once the record is saved, HR staff member will write the EMPID on the form, and forward it to the Registrar's Office for assignment of SA security access.
3. Upon assigning the appropriate security role(s), staff of the Registrar's Office will return the completed form to the department.
4. Maintenance of the POI record will be handled between the department, SA Registration, and OIT.