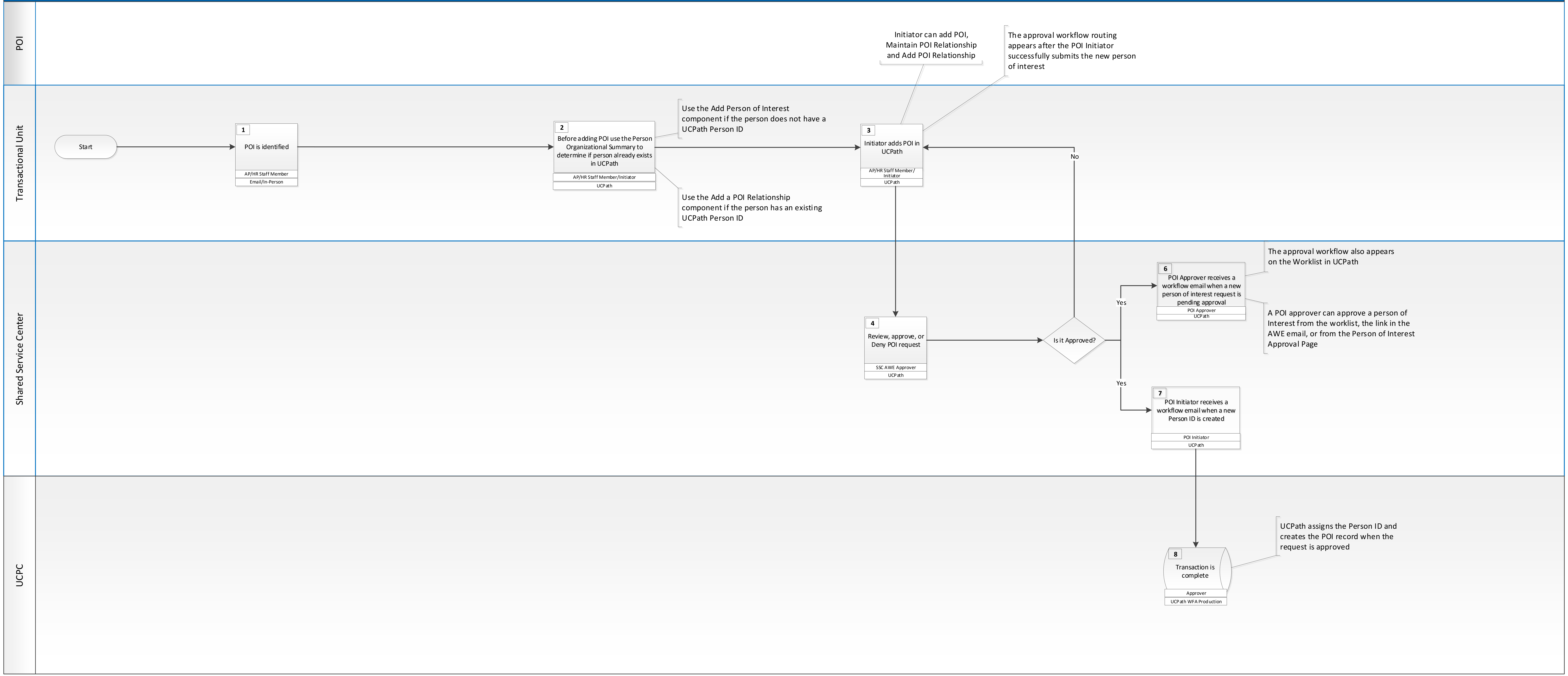
Person of Interest – To-Be Process



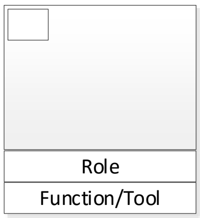
Person Of Interest Future State – Callouts

Process Name/Step	Context/Information	Is this a new step in the To-Be Process?
Step 2	Use the Add Person of Interest component if the person does not have a UCPath Person ID Use the Add a POI Relationship component if the person has an existing UCPath Person ID	No
Step 3	Initiator can add POI, Maintain POI Relationship and Add POI Relationship The approval workflow routing appears after the POI Initiator successfully submits the new person of interest	No
Step 6	The approval workflow also appears on the Worklist in UCPath A POI approver can approve a person of Interest from the worklist, the link in the AWE email, or from the Person of Interest Approval Page	No
Step 8	UCPath assigns the Person ID and creates the POI record when the request is approved	No
Note:	Note: Locations are responsible for adding and maintaining POI records in UCPath. POI records that create a Person ID in UCPath are approved using Automated Workflow Engine (AWE). POI instances added to existing Person IDs do not use AWE. UCPath Center does not add nor maintain POI records in UCPath. However, only UCPC can update a POI’s address and phone number. Locations must create a case to have UCPC update this information	

Start / End

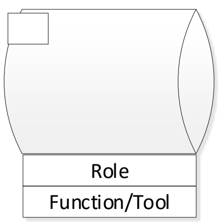
Shows the start and end of a process. The text should indicate the trigger action or condition that puts the process flow in motion or indicates that it is complete.

Task/Activity



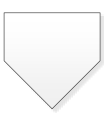
Captures a specific task or activity. Written starting with a verb ("Prepare Form"). A box should reflect a single role and tool to complete a specific output.

Automatic Process



Represents a process, task, or activity that is accomplished through a system or program. For example, "Upload Data (Nightly)".

Off-page reference

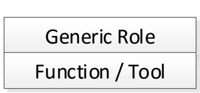


Shows the continuation of the flow on another page. Label the inside of the symbol with a capital letter and number (e.g., "A/2" indicates look for point A on page 2).

One way connection

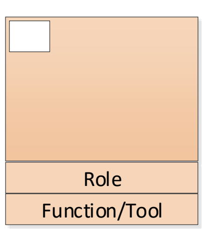
Connection arrows show the direction that the process flows.

Roles and Tools



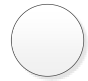
These annotation boxes are placed below task/activity boxes or decision points to clarify the generic role that performs the step (e.g., "Manager") and/ or to clarify the functionality or tool that supports it, e.g. Workflow, PPS. These boxes are not required for each step.

UCPath Central Process



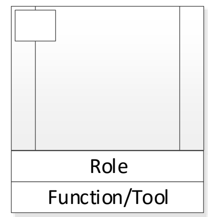
Color indicates processes performed by UCPath as defined on related Central FSPD Maps (cannot be revised on local map)

On-page Reference



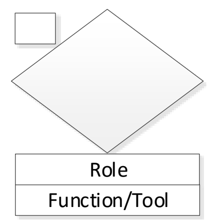
On page connectors link one point in a process flow diagram to another. They help reduce flow lines that cross other shapes and lines. They are labeled with capital letters to show matching jump points.

Subprocess

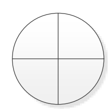


Indicates another process or set of processes formally defined elsewhere. For example, "Perform Background Check" as part of the Onboarding process.

Decision



Or Connector

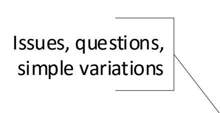


Shows when processes diverge, usually for more than two branches. Can be helpful in indicating variations (e.g., one path for Faculty, one for Staff, one for Students).

Consultation/Collaboration

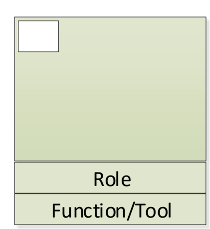
Consultation/collaboration lines link two task/activity boxes that are performing the same function together or in consultation with each other. Not used for formal reviews or approvals.

Annotation



Provides comments or clarification to a task, connector, or subprocess. Helpful to indicate where there is variability or inefficiency or where complex rules may apply to how a particular task is completed

UCPath Local Process



Color indicates processes performed by Local Campus as defined on related Central FSPD Maps (cannot be revised on local map)