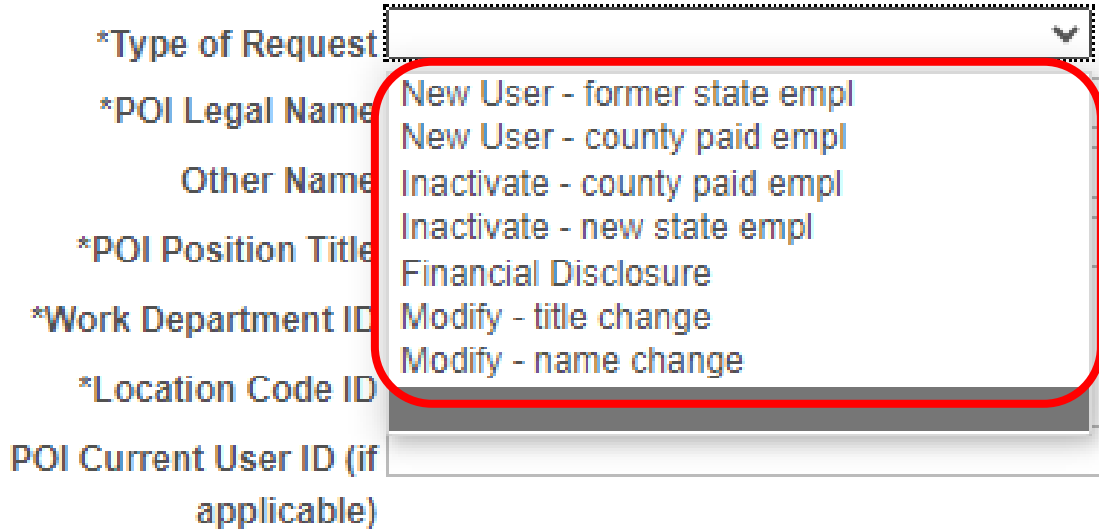# 1   POI Maintenance Form

The POI Maintenance Form has received updates to capture additional information about POI employees.

POI Maintenance Request Form Options and Their Meanings

When you click on the "Type of Request" dropdown on the POI Maintenance Form, there are several options to choose from:

*Type of Request

New User - former state empl
New User - county paid empl
Inactivate - county paid empl
Inactivate - new state empl
Financial Disclosure
Modify - title change
Modify - name change

*POI Legal Name
Other Name
*POI Position Title
*Work Department ID
*Location Code ID
POI Current User ID (if applicable)

The description for each option is as follows:

> **New User – former state empl** = Entering a new POI who was previously a state-paid employee.
>
> **New User – county paid emp** = Entering a new POI who has never worked for the Judiciary or has previously worked as a POI.
>
> **Inactivate – county paid empl** = Inactivating a current POI.
>
> **Inactivate – new state empl** = Inactivating a current POI who is transitioning to a State-paid employee.
>
> **Financial Disclosure** = Entering an update to an existing POI's Financial Disclosure status.
>
> **Modify – title change** = Modifying an existing POI's job title.
>
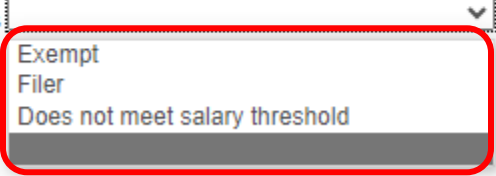> **Modify – name change** = Modifying an existing POI's name.

Required Questions Regarding Financial Disclosures and Background Checks

1. On the bottom of the POI Maintenance Form, there are two required questions. The first question is about the POI's Financial Disclosure status. To answer the question, click the drop-down arrow to see the options.

Financial Disclosure

Question 1

*What is the employee's current financial disclosure status?

- Exempt
- Filer
- Does not meet salary threshold

2. The second question is right below under "Background Check." Click the drop-down arrow to see the options. A background check must be completed before a POI can begin employment with the Judiciary.

Background Check

Question 2

*Has a background check been completed for this employee?

- No
- Yes

For any questions, please contact the CONNECT Help Desk at (410) 260-6550

Revised July 3, 2024