

Definition of Relationships at the University of Alberta
Information Services and Technology – Enterprise Applications
As of June 2017

The University of Alberta needs to know what relationships a person has with them; they need to know about any current or past relationships as well as simultaneous relationships. Relationships begin and end, and a person can have multiple, simultaneous relationships assigned at one time or throughout time.

Relationships are used to determine what electronic services a person should have and are used to create mailing lists that can be used to communicate with groups of persons with common relationships.

A Campus Computing ID (CCID) will expire when all of the multiple, simultaneous relationships have ended. Expiration specifics are noted in each relationship section below. More information about CCIDs and CCID expiration is available on the following IST web sites:

- <http://ist.ualberta.ca/id>
- <http://ist.ualberta.ca/id/additional-ccid>

There are three sets of relationships that are derived from PeopleSoft data. The first set of relationships is derived from Campus Solutions; relationships that are generated based on someone's academic relationship to the University. The second set of relationships is entered on the Create Person page in PeopleSoft. These are relationships, also referred to as affiliations, which are entered by departments and faculties for people that have a relationship to that unit. The third set of relationships is derived from Human Capital Management data; relationships that are generated based on someone's employment relationship to the University.

Glossary of Terms

Bear Tracks	Is the Oracle/PeopleSoft self-service HCM/Campus Solutions module that allows University constituents access to view and manage items related to their relationship with the University. Constituent groups include employees, instructors, prospects, applicants, students, former students and guests.
Campus Solutions	The Oracle PeopleSoft Campus Solutions System enables the UofA to manage all aspects of academia and the student lifecycle including, but not limited to, recruitment, admissions, advisement, records, course/class/exam management, grading, graduation, scholarships and awards, tuition and fee assessment/payment and all verification and certification of the above-mentioned processes (e.g. taxation, transcripts, degrees, etc.)
CCID	The Campus Computing ID (CCID) is your universal key to the UofA. This unique identification is automatically assigned to people with specific relationships to the UofA, as noted in this document. The CCID grants access to electronic resources on campus including, but not limited to, those mentioned in this document.
eTRAC	The Electronic Tracking of Research Awards and Contracts (eTRAC) reporting functionality provides a number of financial reports related to research projects. They include Project Overview, Expenditure Details, Revenue Details, and Salary Details. eTRAC enables users to view information from an inquiry panel or to print reports for a project or a number of projects at one time.
Financials	The Oracle PeopleSoft Finance System enables the UofA to control and monitor costs, track operating and capital costs throughout the procurement cycle, perform revenue and customer collections management, track project costs, and produce operational and financial reports.
Human Capital Management (HCM)	The Oracle PeopleSoft Human Capital Management (HCM) System enables the U of A to plan workforce requirements, commence employment, manage employment activity, administer compensation and benefits programs, generate payroll and produce operational and legislated reports.
REMO	REMO provides a system for institutional research ethics management that enables the preparation, submission, review, and approval of research ethics applications online. The system helps the UofA to stay compliant from protocol creation to study completion, as well as the post-approval monitoring of animal research activities. In addition, REMO allows for ancillary and operational review and approvals from units such as Environmental Hazards, Animal Facilities, and Research Services Office (RSO) and external units such as NACTRC, Covenant Health and Capital Care.

Campus Solutions Relationships – Set One

	CCID & Gmail	Library	Mailing List	Bear Tracks	Other
Graduate & Undergraduate Career					
Prospect PRO	√			√	
Applicant APL	√		√	√	
Student STD	√	√	√	√	
Instructor INT	√	√		√	
Grad Student (currently enrolled) SGR					√
Ugrd Student (currently enrolled) SUG					
PGDE/PGME Student (currently enrolled) SPG					√
All Students (currently enrolled) TST					
Continuing Education Career					
CE Prospect CEP					
CE Applicant CEA	√			√	
CE Student CES	√	√		√	

Prospect (PRO)

A prospect is a person who has applied for an undergraduate entrance award to the University of Alberta or who has expressed interest in attending the University of Alberta in an undergraduate program. Prospects are usually high school students. The start date of this relationship comes from the earliest date that they are added to the Campus Solutions database as a prospect. The end date of this relationship comes from the maximum term end date of the terms that they expressed interest in + 60 days. So they are a prospect from the date they express interest in the University and/or apply for an entrance scholarship to 60 days after the end date of the term that they have indicated that they want to apply to.

**Campus Computing ID
Google @ ualberta.ca email**

√ Expires on the end date of the PRO relationship if this person has no other active relationships.

Bear Tracks

√ Can access award, demographic and financial information.

Applicant (APL)

An applicant is someone who has applied for undergraduate or graduate admission to the University of Alberta. The start date of this relationship comes from the earliest dated applicant record. The end date of this relationship comes from the maximum term end date of the terms they applied to + 60 days. So, they are an applicant from the date they apply for admission to the end date of the term that they applied to. Many graduate applications are held in the academic department in departmental software systems. The applicant relationship is not set in PeopleSoft until the graduate application is uploaded into Campus Solutions.

**Campus Computing ID
Google @ ualberta.ca email**

√ Expires on the end date of the APL relationship if this person has no other active relationships.

Mailing List

applicants@mailman.srv.ualberta.ca

Bear Tracks

√ Can access award, application and demographic and financial information.

Student (STD)

A student is a graduate or undergraduate student of the University of Alberta. The start date of this relationship comes from the earliest date that the student has appeared in the student program table (the date that they are matriculated into their program). The end date of the student relationship comes from the latest term end date that they were eligible to enroll in (+150 days) or is set to blank if the term end date is greater than the current date.

A person is a student during the time they are eligible to enroll in classes. This period will range from before the time that the student first attends a class and will extend past the last term in which they attended classes.

When a student graduates, their end date will be set to 150 days after the last term they attended. This means that graduates will continue to have an active STD relationship for five months after they last attend classes. A student that was eligible to enroll in a term, but did not attend will have their end date set to 150 days from the last term they attended.

For example: a student that attends winter term, and is eligible to enroll in fall term but does not attend, will have their STD end date set to 150 days after the end of the winter term. The process to set the end date will be run during the fall term, and students will continue to have an active STD relationship until this process is run.

Campus Computing ID Google @ ualberta.ca email	√ CCID expiry process starts 14 months after the STD relationship ends if there are no other active relationships. If the CCID is inactive for 12 consecutive months after the expiry process is initiated, the CCID will expire.
Online Library Access	√
Mailing List	students@mailman.srv.ualberta.ca
Bear Tracks	√ Access to award, demographic, registration, academic record and financial information.

Instructor (INT)

An instructor is someone who is teaching continuing education, graduate or undergraduate course(s) at the University of Alberta. The instructor relationship is added once an instructor's employee ID is attached to a class. The begin date of the relationship is generated from the term values table and coincides with the date that student enrollment begins (i.e. February for Spring & Summer terms and March for Fall & Winter terms). The end date of the relationship is the end date of the last term that the instructor is attached to a course/courses.

Campus Computing ID Google @ ualberta.ca email	√ Expires on the end date of the INT relationship if this person has no other active relationships.
Online Library Access	√
Bear Tracks	√ Can access instructor self-service and demographic information.

Continuing Education Prospect (CEP)

A continuing education prospect is a person who has expressed interested in attending the University of Alberta in a continuing education program through the Faculty of Extension. Continuing education prospects are not given access to University of Alberta services. The start date of this relationship comes from the recruiting status date. The end date of this relationship is the start date plus two years.

Continuing Education Applicant (CEA)

A continuing education applicant is someone who has applied for continuing education admission to the University of Alberta in the Faculty of Extension. The start date of this relationship comes from the earliest dated applicant record. The end date of this relationship comes from the maximum term end date of the terms they applied to. So they are an applicant from the date they apply for admission to the end date of the term that they applied to.

Campus Computing ID Google @ ualberta.ca email	√ Expires on the end date of the CEA relationship if this person has no other active relationships.
Bear Tracks	√ Can access award, demographic, admissions and financial information.

Continuing Education Student (CES)

A continuing education student is someone who is enrolled in continuing education programs or classes at the University of Alberta in the Faculty of Extension. The start date of this relationship comes from the earliest active record in the student academic program table. The end date of this relationship comes from latest of: March 31, 2011, the start date plus 150 days, or the term end date in the latest term that the student is registered in classes plus 150 days.

In other words, a person is a continuing education student until 150 days, or five months after the last term in which they were registered in classes.

Campus Computing ID Google @ ualberta.ca email	√ Expires 24 months after end date of the CES relationship if this person has no other active relationships.
Online Library Access	√ Students are given access to online library resources when they are registered in specific classes only.
Bear Tracks	√ Access to demographic, registration, academic record and financial information.

Grad Student (currently enrolled) SGR

This relationship is a subset of the Student (STD) relationship and represents Graduate students who are currently enrolled. This relationship differs from the STD relationship in that the start and end dates of the SGR relationship reflect the actual current, active enrollment. The start date of this relationship comes from the earliest term the student is eligible to enroll (- 30 days). The end date of the student relationship comes from the latest term eligible to enroll in (+150 days). The services that currently enrolled Graduate Students have access to are because of the STD relationship.

Other	√ Demographic data is updated overnight in the Financials application and are then granted access to enter travel and expense claims through Employee Self Service. SGRs can be given security access to REMO and to enter online purchase requisitions.
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Undergraduate Student (currently enrolled) SUG

This relationship is a subset of the Student (STD) relationship and represents Undergraduate Students who are currently enrolled. This relationship differs from the STD relationship in that the start and end dates of the SUG relationship reflect the actual current, active enrollment. The start date of this relationship comes from the earliest term the student is eligible to enroll (- 30 days). The end date of the student relationship comes from the latest term eligible to enroll in (+150 days). The services that currently enrolled Undergraduate Students have access to are because of the STD relationship.

PGME/PGDE Student (currently enrolled) SPG

This relationship is a subset of the Student (STD) relationship and represents Post-Graduate Medical and Dental Education students who are currently enrolled. This relationship differs from the STD relationship in that the start and end dates of the SPG relationship reflect the actual current, active enrollment. The start date of this relationship comes from the earliest term the student is eligible to enroll (- 30 days). The end date of the student relationship comes from the latest term eligible to enroll in (+150 days). The services that currently enrolled PGME/PGDE Students have access to are because of the STD relationship.

Other

√ Demographic data is updated overnight in the Financials application and are then granted access to enter travel and expense claims through Employee Self Service. SPGs can be given security access to REMO and to enter online purchase requisitions.

All Students (currently enrolled) TST

This relationship is an aggregate of the SGR, SUG and SPG relationships and represents Graduate, Undergraduate and PGME/PGDE students who are currently enrolled. This relationship differs from the STD relationship in that the start and end dates of the TST relationship reflect the actual current, active enrollment. The start date of this relationship comes from the earliest term the student is eligible to enroll (- 30 days). The end date of the student relationship comes from the latest term eligible to enroll in (+150 days). The services that TST Students have access to are because of the STD relationship.

Create Person Relationships – Set Two					
	CCID & Gmail	Library	Mailing List	Bear Tracks	Other
Guest GST	√			√	√
Pre-Hire PRH	√				√
Preceptor PRC	√	√		√	√

Guest (GST)

A guest can be a person who has a requirement to get access to electronic University of Alberta resources and who does not have another relationship with the University of Alberta that would give them that access. So a guest may be a contractor who requires a CCID so they can use mail and access to PeopleSoft applications.

Guests can only be active for thirteen months at a time, and then the relationship end date must be extended. Each department is responsible for maintaining their set of guests in PeopleSoft. Guests do not get access to online library services.

When the CCID indicator is set to 'Y', and the end date is in the future, a CCID is created if one does not already exist. The CCID remains until the Guest or Pre-Hire relationship ends. The CCID indicator is not used in anyway with respect to the CCID expiration. On the first of every month, IST sends an email message to every authorized approver giving them a list of all of the CCIDs with a GST relationship that will expire in the next 45 days.

Campus Computing ID Google @ ualberta.ca email	√ Optional – expires on the end date of the GST relationship if this person has no other active relationships.
Bear Tracks	√ Access to demographic information so the guest can update their address and preferred name.
Other	√ Demographic data is updated overnight in the Financials application and are then granted access to enter travel and expense claims through Employee Self Service. GSTs can be given security access to REMO and PeopleSoft (including eTRAC).

Pre-Hire (PRH)

The pre-hire relationship is intended for a person who will be entering an employment relationship with the University and that may need access to services such as REMO, email and eTRAC before they start their employment. For a person to get full access to all services on campus that an employee is entitled to they must have a job record in HCM and the job must have started. So even though a pre-hire relationship can be easily added through the Create Person process, in order to ensure that all services are enabled, the hire process should be done as early as possible through HR Smart Forms. Pre-hires can only be active for ninety days at a time and should not be extended. At the end of ninety days, the person should either be an active employee or converted to a Guest. Each department is responsible for maintaining their set of pre-hires in PeopleSoft. Pre-hires do not get access to online library services.

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√ Optional – expires on the end date of the PRH relationship if this person has no other active relationships.

Other

√ Demographic data is updated overnight in the Financials application. PRHs can be given security access to REMO and PeopleSoft (including eTRAC).

Clinical Preceptors (PRC)

Clinical Preceptors are individuals in the healthcare profession that mentor students in their areas of expertise. Mentorship takes place in clinical settings that are validated by the Faculty to assure quality experiences that meet the educational outcomes of the program. Preceptors have specific educational responsibilities for students for the period of time when students are in clinical settings, but are not regular members of the faculty/ staff of the University and have no expectation of compensation or other University privileges.

Preceptors can only be active for 120 days at a time, and then the relationship end date must be extended. Each department is responsible for maintaining their set of preceptors in PeopleSoft. Preceptors do get access to online library services.

Security access to add preceptors must be granted through Information Services and Technology – Enterprise Applications.

Campus Computing ID Google @ ualberta.ca email	√ Expires on the end date of the PRC relationship if this person has no other active relationships.
Bear Tracks	√ Access to demographic information so the preceptors can update their contact information and preferred name.
Other	√ Other: Demographic data is updated overnight in the Financials application and are then granted access to enter travel and expense claims through Employee Self Service. PRCs can be given security access to REMO.

Human Capital Management Relationships – Set 3

	CCID & Gmail	Library	Mailing List	Bear Tracks	Other
Employee EMP	√	√	√	√	√
Academic ACD	√	√	√	√	√
Academic Trust ACT	√	√		√	√
Adjunct ADJ	√	√	√		√
Administrative Professional Officer APO	√	√	√	√	√
Bridge BRG	√			√	√
Clinical CLN	√	√	√		√
Contract Academic Teaching Staff SET	√	√		√	√
Contract for Services CFS	√			√	
Emeritus EMR	√	√		√	√
Faculty FAC	√	√	√	√	√
Faculty Service Officer FSO	√	√		√	√
Librarian LIB	√	√	√	√	√
Non-Academic Employee SUP	√	√	√	√	√
Non-University NOU	√			√	√
Post-Doctoral Fellow PDF	√	√			√
Secondment to UOA SEC	√	√			√
Sessional SES	√	√	√	√	√
Special Continuing Academic SCA	√	√			√

Employees (EMP)

An employee is someone who has an employment relationship with the University of Alberta. All employees will have other simultaneous relationships that further describe their affiliation with the University of Alberta. The employee relationship is given to all persons that have an active job record in the HCM system that are not in the following categories: adjunct, clinical, non-University, special continuing academic, secondee, post-doctoral fellow, visiting speaker, contract for services or student scholarship payment.

Campus Computing ID Google @ ualberta.ca email	√ CCID expiry process will start 14 months after the EMP relationship has ended if there are no other active relationships. If the CCID is inactive for 12 consecutive months after the expiry process is initiated, the CCID will expire.
Online Library Access	√
Mailing List	employees@mailman.srv.ualberta.ca
Bear Tracks	√ Access to pay, benefits and demographic information.
Other	√ Demographic data is updated overnight in the Financials application and are then granted access to enter travel and expense claims through Employee Self Service. EMPs can be given security access to REMO and PeopleSoft (including eTRAC). EMPs are the only relationship allowed to become authorized approvers.

Academic (ACD)

An academic is someone who has an academic relationship with the University of Alberta. All academics will have other simultaneous relationships that will further describe their affiliation with the University of Alberta. Following are the other relationships that are considered academic: Academic Trust, Adjunct, Administrative Professional Officer, Clinical, Contract Academic Teaching Staff, Faculty, Faculty Service Officer, Librarian, Post-Doctoral Fellow, Secondment to UOA, Sessional and Special Continuing Academic.

Campus Computing ID Google @ ualberta.ca email	√ CCID expiry process will start after all the other active relationships have ended.
Online Library Access	√
Mailing List	academics@mailman.srv.ualberta.ca
Bear Tracks	√ Access to pay, benefits and demographic information depending on the other relationships a person has.
Other	√ Demographic data is updated overnight in the Financials application and are then granted access to enter travel and expense claims through Employee Self Service. ACDs can be given security access to REMO and eTRAC.

Academic Trust (ACT)

An academic trust staff is an academic employee of the University of Alberta temporarily appointed under the Trust Research Academic Agreement. Academic trust are also employees, although the start and end dates of the two relationships may be different. The services that academic trust employees have access to are because of the EMP relationship. Academic Trust also have the Academic (ACD) relationship.

Campus Computing ID Google @ ualberta.ca email	√ CCID expiry process will start after all the other active relationships have ended.
Online Library Access	√
Mailing List	tras@mailman.srv.ualberta.ca
Bear Tracks	√ Access to pay, benefits and demographic information depending on the other relationships a person has.
Other	√ Demographic data is updated overnight in the Financials application. ACTs can be given security access to REMO and PeopleSoft (including eTRAC) through their EMP relationship. Access is also granted to enter travel and expense claims through Employee Self Service based on their EMP relationship.

Adjunct Academic Colleagues (ADJ)

An adjunct academic colleague is a person with substantial experience in a profession or discipline who participates in the teaching and/or research activities of a department in the University without expectation of compensation. May also be used by University academic units to recognize the participation of a faculty member from one unit in the academic work of another unit. Adjunct Academic Colleagues also have the Academic (ACD) relationship.

Campus Computing ID Google @ ualberta.ca email	√ Expires on the end date of the ADJ relationship if this person has no other active relationships.
Online Library Access	√
Mailing List	adjuncts@mailman.srv.ualberta.ca
Other	√ Demographic data is updated overnight in the Financials application. ADJs can be given security access to REMO and eTRAC through their ACD relationship. Access is also granted to enter travel and expense claims through Employee Self Service based on their ACD relationship.

Administrative Professional Officer (APO)

An APO is an employee of the University of Alberta that has a position that is professional, managerial or supervisory in nature and shall normally require academic degrees, professional qualifications or equivalent related experience. All APOs are also employees, although the start and end dates of the two relationships may be different. The services that an APO have access to are because of the EMP relationship. APOs also have the Academic (ACD) relationship.

Campus Computing ID Google @ ualberta.ca email	√ CCID expiry process will start 14 months after the EMP relationship has ended if there are no other active relationships. If the CCID is inactive for 12 consecutive months after the expiry process is initiated, the CCID will expire.
Online Library Access	√
Mailing List	apos@mailman.srv.ualberta.ca
Bear Tracks	√ Access to pay, benefits and demographic information.
Other	√ Demographic data is updated overnight in the Financials application. APOs can be given security access to REMO and PeopleSoft (including eTRAC) through their EMP relationship. Access is also granted to enter travel and expense claims through Employee Self Service based on their EMP relationship.

Bridge Employee (BRG)

A Bridge employee is an employee that has retired and is on bridge benefits. As bridge employees need to have Bear Tracks access to see their benefits, their CCID remains active although many of their other services, such as on-line library expire when their EMP relationship ends.

Campus Computing ID Google @ ualberta.ca email	√ CCID expiry process will start when the BRG relationship has ended and at least 14 months after the EMP relationship has ended if there are no other active relationships. If the CCID is inactive for 12 consecutive months after the expiry process is initiated, the CCID will expire.
Bear Tracks	√ Access to pay, benefits and demographic information.
Other	√ Demographic data is updated overnight in the Financials application. BRGs can be given security access to REMO and PeopleSoft (including eTRAC) through their EMP relationship. Access is also granted to enter travel and expense claims through Employee Self Service based on their EMP relationship.

Clinical Academic Colleagues (CLN)

A clinical academic colleague is a person in the healthcare professions who are or have been primarily employed externally to the University of Alberta and who participate in the teaching and/or research activities of a department in the University without the expectation of compensation. Clinical Academic Colleagues also have the Academic (ACD) relationship.

Campus Computing ID Google @ ualberta.ca email	√ Expires on the end date of the CLN relationship if this person has no other active relationships.
Online Library Access	√
Mailing List	clinicals@mailman.srv.ualberta.ca
Other	√ Demographic data is updated overnight in the Financials application. CLNs can be given security access to REMO and eTRAC through their ACD relationship. Access is also granted to enter travel and expense claims through Employee Self Service based on their ACD relationship.

Contract Academic Staff - Teaching (SET)

Contract academic staff – teaching is an academic employee temporarily hired under the Contract Teaching Staff Agreement. Contract academic staff are also employees, although the start and end dates of the two relationships may be different. Once a SET is attached as an instructor to a class by the teaching department, they will receive the INT relationship, according to the information specified in the Instructor (INT) section of this document. The services that contract academic staff have access to are because of the EMP relationship. Contract academic staff also have the Academic (ACD) relationship.

Campus Computing ID Google @ ualberta.ca email	√ CCID expiry process will start after all the other active relationships have ended.
Online Library Access	√
Mailing List	cast@mailman.srv.ualberta.ca
Bear Tracks	√ Access to pay, benefits and demographic information depending on the other relationships a person has.
Other	√ Demographic data is updated overnight in the Financials application. Contract Academics can be given security access to REMO and PeopleSoft (including eTRAC) through their EMP relationship. Access is also granted to enter travel and expense claims through Employee Self Service based on their EMP relationship.

Contract for Services (CFS)

A contract for service is an unincorporated person or sole proprietorship that is paid through payroll for contract work. These payments should now be made through the Contracting for Services with Individuals and Small Business Procedure in UAPPOL, so there no longer are any active CFSs. If a person or sole proprietorship, due to the nature of their contract, needs access to systems such as REMO or eTRAC – those persons should be entered as Guests through the Create Person process.

Campus Computing ID Google @ ualberta.ca email	√ CCID expiry process will start 14 months after the CFS relationship has ended if there are no other active relationships.
Bear Tracks	√ Access to pay and demographic information.

Emeritus (EMR)

An individual who is ending his/her term or who is retired from one of the following positions that enjoy the emeritus designation at the University of Alberta: faculty member, clinical academic staff member, librarian, president, chancellor, and board chair, in accordance with the requirements set out in the associated procedures in UAPPOL.

Campus Computing ID Google @ ualberta.ca email	√ Lifetime.
Online Library Access	√
Bear Tracks	√ Access to demographic information so the EMR can update their address and preferred name.
Other	√ Demographic data is updated overnight in the Financials application and are then granted access to enter travel and expense claims through Employee Self Service. EMRs can be given security access to REMO and PeopleSoft (including eTRAC).

Faculty (FAC)

A Faculty member is an academic employee of the University of Alberta that is appointed under the Faculty Agreement to a full-time faculty position in which the person has been or may be granted tenure. All FACs are also employees, although the start and end dates of the two relationships may be different. The services that a Faculty member has are identical to the services that an Employee has with one difference. Faculty Members have the eligibility to hold a grant indicator set to 'Y' in eTRAC. FACs also have the Academic (ACD) relationship.

Campus Computing ID Google @ ualberta.ca email	√ CCID expiry process will start 14 months after the EMP relationship has ended if there are no other active relationships. If the CCID is inactive for 12 consecutive months after the expiry process is initiated, the CCID will expire.
Online Library Access	√
Mailing List	faculty@mailman.srv.ualberta.ca
Bear Tracks	√ Access to pay, benefits and demographic information.
Other	√ Demographic data is updated overnight in the Financials application. FACs can be given security access to REMO and PeopleSoft (including eTRAC) through their EMP relationship. Access is also granted to enter travel and expense claims through Employee Self Service based on their EMP relationship.

Faculty Service Officer (FSO)

An FSO is an academic staff who assists and collaborates with faculty members in teaching and in the research process. FSOs will normally have a post-graduate degree in the particular discipline to which they are attached. The tasks they are assigned may include an administrative component but this will not be a major component of the assignment. All FSOs are also employees, although the start and end dates of the two relationships may be different. The services that an FSO has access to are because of their EMP relationship. FSOs also have the Academic (ACD) relationship.

Campus Computing ID Google @ ualberta.ca email	√ CCID expiry process will start 14 months after the EMP relationship has ended if there are no other active relationships. If the CCID is inactive for 12 consecutive months after the expiry process is initiated, the CCID will expire.
Online Library Access	√
Mailing List	fsos@mailman.srv.ualberta.ca
Bear Tracks	√ Access to pay, benefits and demographic information.
Other	√ Demographic data is updated overnight in the Financials application. FSOs can be given security access to REMO and PeopleSoft (including eTRAC) through their EMP relationship. Access is also granted to enter travel and expense claims through Employee Self Service based on their EMP relationship.

Librarian (LIB)

A Librarian is an academic staff member who holds a degree from an accredited graduate program in library and/or information studies, or an equivalent program, who have been appointed to a librarian position. All Librarians are also employees, although the start and end dates of the two relationships may be different. The services that a Librarian has access to are because of their EMP relationship. LIBs also have the Academic (ACD) relationship.

Campus Computing ID Google @ ualberta.ca email	√ CCID expiry process will start 14 months after the EMP relationship has ended if there are no other active relationships. If the CCID is inactive for 12 consecutive months after the expiry process is initiated, the CCID will expire.
Online Library Access	√
Mailing List	librarians@mailman.srv.ualberta.ca
Bear Tracks	√ Access to pay, benefits and demographic information.
Other	√ Demographic data is updated overnight in the Financials application. LIBs can be given security access to REMO and PeopleSoft (including eTRAC) through their EMP relationship. Access is also granted to enter travel and expense claims through Employee Self Service based on their EMP relationship.

Non-Academic Employee (SUP)

A non-academic staff member is an employee who is governed under the support staff agreement. All Non-academic employees are also employees, although the start and end dates of the two relationships may be different. The services that a non-academic staff member has access to are because of their EMP relationship.

Campus Computing ID Google @ ualberta.ca email	√ CCID expiry process will start 14 months after the EMP relationship has ended if there are no other active relationships. If the CCID is inactive for 12 consecutive months after the expiry process is initiated, the CCID will expire.
Online Library Access	√
Mailing List	support_staff@mailman.srv.ualberta.ca
Bear Tracks	√ Access to pay, benefits and demographic information.
Other	√ Demographic data is updated overnight in the Financials application. SUPs can be given security access to REMO and PeopleSoft (including eTRAC) through their EMP relationship. Access is also granted to enter travel and expense claims through Employee Self Service based on their EMP relationship.

Non-University (NOU)

A non-University is a person that has active job information in the HCM system but they are associated with an organization that is affiliated with the University of Alberta. This includes organizations such as; AASUA, NASA, St. Josephs, St. Stephens and various research institutes. In many cases the University of Alberta processes their payroll and benefits under negotiated agreements but the individuals are not employees.

Campus Computing ID Google @ ualberta.ca email	√ CCID expiry process will start 14 months after the EMP relationship has ended if there are no other active relationships.
Bear Tracks	√ Access to pay, benefits and demographic information.
Other	√ Demographic data is updated overnight in the Financials application. NOUs can be given security access to REMO and PeopleSoft (including eTRAC).

Post-Doctoral Fellow (PDF)

At the University, PDFs are considered trainees rather than employees by the University of Alberta. As such, appointments are for a limited period and PDFs train under the general supervision of a faculty member. PDFs are normally appointed within five years from the completion of a doctoral degree or ten years from the completion of a MD, DDS or equivalent. The complete policy related to PDFs is available on UAPPOL. PDFs also have the Academic (ACD) relationship.

Campus Computing ID Google @ ualberta.ca email	√ CCID expiry process will start 14 months after the PDF relationship has ended if there are no other active relationships.
Online Library Access	√
Mailing List	pdf@mailman.srv.ualberta.ca
Bear Tracks	√ Access to pay, benefits and demographic information.
Other	√ Demographic data is updated overnight in the Financials application. PDFs can be given security access to REMO and eTRAC through their ACD relationship. Access is also granted to enter travel and expense claims through Employee Self Service based on their ACD relationship.

Secondment to UOA (SEC)

Secondment to UOA are individuals temporarily seconded from an external organization or institution to the U of A to work with the University on a full or part-time basis and who have the same University duties as Faculty. Secondment to UOA also have the Academic (ACD) relationship.

Campus Computing ID Google @ ualberta.ca email	√ CCID expiry process will start after all the other active relationships have ended.
Online Library Access	√
Mailing List	scaa@mailman.srv.ualberta.ca
Bear Tracks	√ Access to pay, benefits and demographic information depending on the other relationships a person has.
Other	√ Demographic data is updated overnight in the Financials application. SECs can be given security access to REMO and eTRAC through their ACD relationship. Access is also granted to enter travel and expense claims through Employee Self Service based on their ACD relationship.

Sessional (SES)

A Sessional is an administrative academic employee of the University of Alberta that is in a temporary appointment. All Sessionals are also employees, although the start and end dates of the two relationships may be different. The services that Sessional employee has access to are because of their EMP relationship. Sessionals also have the Academic (ACD) relationship.

Campus Computing ID Google @ ualberta.ca email	√ CCID expiry process will start 14 months after the EMP relationship has ended if there are no other active relationships. If the CCID is inactive for 12 consecutive months after the expiry process is initiated, the CCID will expire.
Online Library Access	√
Mailing List	sots@mailman.srv.ualberta.ca
Bear Tracks	√ Access to pay, benefits and demographic information.
Other	√ Demographic data is updated overnight in the Financials application. SESs can be given security access to REMO and PeopleSoft (including eTRAC) through their EMP relationship. Access is also granted to enter travel and expense claims through Employee Self Service based on their EMP relationship.

Special Continuing Academic (SCA)

A special continuing academic is a staff member of the Faculty of Medicine and Dentistry, except for the fact that their contracts of employment are not under the University of Alberta AASUA agreements. They are considered to have University responsibilities and to function fully as if they were faculty members of the University of Alberta in the Faculty of Medicine and Dentistry and are evaluated by the Faculty Evaluation Committee. SCAs also have the Academic (ACD) Relationship.

Campus Computing ID Google @ ualberta.ca email	√ Expires on the end date of the SCA relationship if this person has no other active relationships.
Online Library Access	√
Mailing List	scaa@mailman.srv.ualberta.ca
Other	√ Demographic data is updated overnight in the Financials application. SCAs can be given security access to REMO and eTRAC through their ACD relationship. Access is also granted to enter travel and expense claims through Employee Self Service based on their ACD relationship.