Business Glossary Decision Request

Terms that reference **people**:

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| Student (ID) | Applicant (ID) |
| Person (ID) | Alumni (ID) |
| Employee (ID) | Empl ID |
| MacEwan Student Identification Number | MacEwan Network ID |

Issue:

A person associated with the university can be referred to many ways depending on the business process(es) or the context with which they are involved. Two general types of “person” have been identified.

1. A person is considered an applicant while applying for a program, a student while taking classes, an alumni when they graduate, or they can be two or three of these at the same time (e.g. a person who graduated last year, is taking courses this year and applying for a different program next year). The unique identifier, referred to as the “Student ID” does not change as they move between these stages but in each case the context for person is unique.
2. A person is considered an employee, person of interest or contractor if they are hired to perform services or have a professional relationship with the university. They are also considered an applicant while applying for employment. Their unique identifier is referred to as the “Employee ID”. If a student becomes an employee their unique identifier (i.e. Student ID) remains the same but is also considered an Employee ID.

The MacEwan Network ID or Network ID cannot be used interchangeably with Student ID or Employee ID as it is not the same unique identifier.

Recommendations:

To clarify and provide context to the type of people associated with the university the following terminology is suggested:

* Define APPLICANT, STUDENT, ALUMNI, FUTURE STUDENT and FORMER STUDENT
  + Link as related definitions
* Define types of HR related persons such as employees, persons of interest and contractors (work in progress by HR Data Stewards and SMEs – terms still to be determined)
  + Link as related definitions
  + HR context will be included in the APPLICANT definition
* Define MACEWAN ID as new term to replace both the student and employee ID to eliminate unnecessary complexity and simplify language. MACEWAN ID will be linked as the unique identifier to all person definitions with EMPLID as a synonym for the PeopleSoft term.

Network:

* Define NETWORK ID with OPRID as a synonym for the commonly used PeopleSoft term

MACEWAN ID and NETWORK ID will be linked as related definitions to promote understanding of how they relate to one another.

Note: Other related IDs and references like Alberta Student Number (ASN) and record ID for Starrez residence software will be added, if needed, at a future date.

Actions:

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| Presented at DAWG meeting | April 4, 2019 |
| Revised and resubmitted to DAWG via email | April 5, 2019 |
| Approved by DAWG via email and referred to JIC | April 23, 2019 |
| Approved by JIC with following changes:  MacEwan ID should be **MacEwan ID Number**  Network ID should be **MacEwan Username** | May 30, 2019 |