Pre-Hire Process

Overview

The pre-hire process is intended for a Person who will be hired by the University of Alberta and requires a CCID, Person ID, and access to services such as PeopleSoft HCM, ualberta.ca e-mail, etc. before they start their employment.

Step 1  The Supervisor completes the Create Person ID form and gives it to the person within their Faculty/Department that has access to Create Person ID.

Step 2  The person that has access to Create Person ID enters the person and their affiliation into PeopleSoft Campus Solutions.