

UNIVERSITY OF PITTSBURGH POLICY 07-10-01

CATEGORY: PERSONNEL
SECTION: Employee Services
SUBJECT: University Identification Cards
EFFECTIVE DATE: March 24, 2008 Revised
PAGE(S): 3

I. SCOPE

This policy establishes regulations and guidelines for the production and distribution of all University Identification (ID) cards. It includes the services available to ID card holders.

II. POLICY

Administration

Panther Central has overall responsibility for the administration and implementation of the University ID card program.

Regional campuses are responsible for issuing and distributing ID cards in accordance with the procedures established by the ID Card Center. See Procedure 07-10-01, University Identification Cards.

The academic departments and administrative offices of the University will provide pertinent data on students, faculty, staff, trustees, and other affiliates via the payroll or PeopleSoft systems that is necessary for the production of ID cards.

ID Card Types

The University issues the following types of University ID cards:

- Employee ID Cards
 - Faculty ID cards, both with and without bus privileges
 - Staff ID cards, both with and without bus privileges
 - Research Associate ID cards
- Student ID cards
- Trustee ID cards
- Other ID cards
 - Affiliate ID cards
 - Non-affiliate ID cards
 - Badges

Senior Officers of the University are issued Faculty ID cards. Individuals who are both faculty and student or staff and student will be issued only one ID card. Faculty and Staff status overrides student status in most cases.

ID Card Services

Valid Faculty, Staff, or Trustee ID cards may be used for the following services:

- Campus buses and shuttles
- Port Authority Transit (Not a valid privilege for those faculty and staff with Gold ID)

cards)

- Designated physical recreation facilities (a fee may be assessed and hours of utilization limited)
- Accounts at the University Book Center and Credit Union
- Various University discount programs
- Access to the University Libraries
- Access to the Faculty Technology Evaluation and Consulting (TEC) Center
- Use of the Computing Services and Systems Development (CSSD) Computing Labs
- ID Card Panther Funds Program

Faculty, Staff, or Trustee ID cards are valid as long as the individual has an active assignment or is currently employed.

Valid Student ID cards may be used for the following services:

- Campus buses and shuttles
- Port Authority Transit
- Designated physical recreation facilities (a fee may be assessed and hours of utilization limited)
- Designated student activities
- Various student discount programs
- Access to the University Libraries
- Access to assigned University resident hall
- Access to assigned University room
- Access to Student Health Program
- Use of the Computing Services and Systems Development (CSSD) Computing Labs
- Access to purchased meal plan
- ID Card Panther Funds Program

Student ID cards are valid as long as the individual is a registered student for the current term or is a continuing student, registered for Spring and Fall semesters.

Valid Other ID cards may be used for the following services:

- Campus buses and shuttles

Other ID cards are valid based on the designation by the requesting Department Administrator and current class registration. They are designed to serve mostly for identification purposes, and to grant access to designated authorized places around

University property.

III. REFERENCE

[Procedure AO 36, University Identification Cards](#) (formerly 07-10-01)