UNIVERSITY OF PITTSBURGH PROCEDURE 07-10-01

CATEGORY: PERSONNEL

SECTION: Employee Services

SUBJECT: University Identification Cards

EFFECTIVE DATE: March 24, 2008 Revised

PAGE(S): 4

I. PURPOSE

To define the steps for the coordination, distribution, and record maintenance for the University Identification (ID) Card program.

II. SCOPE

This procedure applies to the following types of 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

This procedure includes information on validation, replacement, and collection of expired ID cards.

III. ADMINISTRATIVE RESPONSIBILITIES

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

Panther Central is responsible for:

- Producing and distributing all University ID cards
- Coordinating the production and distribution of ID cards with the appropriate unit throughout the University
- Maintaining the ID card data base and associated records

Academic Departments/Administrative Offices are responsible for:

- Providing pertinent data on faculty, staff, student, trustees, and other affiliates of the University to the ID Center, necessary for the production of ID cards
- Assisting with the distribution of ID cards, as needed
- Collecting ID cards upon termination of University association, as needed.
- Coordinating with Panther Central special forms of identification used within the unit

- Returning lost, stolen, or confiscated ID cards to Panther Central
- Checking for proper validation for the ID cards prior to providing services
- Confiscating misused cards
- Informing Panther Central of all cards not collected and returned

The Regional Campuses are responsible for distributing ID cards in accordance with the procedures established by Panther Central, including determination of the department providing the distribution.

Sponsors are responsible for collecting ID cards from participants at the time of termination of University association and for returning the cards to Panther Central. Sponsors assume all financial responsibility for expenses incurred by participants through misuse of the ID card.

IV. DEFINITIONS

Faculty ID Card: An ID card issued to University faculty members or emeritus faculty. The type of ID card issued to a faculty member is dictated by the designation set at the time of hire. ID cards may be varying in type and privileges. Verification is made through Faculty Records.

Other ID Card: An ID card issued to an affiliate or a non-affiliate of the University. These cards vary in type.

Identification Number: Unique fifteen-character number assigned to an individual which provides the primary key for machine-readable services.

Senior Officer: An officer of the University with the title of Chancellor, Provost, or Senior Vice Chancellor.

Sponsor: A campus, school, department, program, or individual responsible for the verification of affiliation which results in the issuance of an ID card.

Staff ID Card: An ID card issued to University employees when employment is not contingent upon student status. The type of ID card issued to a staff member is dictated by the designation set at the time of hire. ID cards may be varying in type and privileges. Verification is made through Human Resources.

Student: An individual who is registered and paid.

Student ID Card: An ID card issued to an individual who is enrolled in a University program for which tuition is charged, and who is not restricted by a student service hold.

Trustee ID Card: An ID card issued to a University of Pittsburgh Trustee.

V. PROCEDURE

Issuing the ID Card

Applicant

1. Present appropriate identification

to Panther Central.

Panther Central

- Verify that the applicant has no Student Service Hold restricting the issuance of any University ID card, in accordance with Policy 09-04-09, Student Service Holds.
- Verify University association through the ID data base at the time the card is requested.
 - a. Individuals who are not in the ID data base at the time of the request will be referred back to their appropriate office or department.

Sponsor

- 4. Complete FORM 0015, University ID Card Application (Exhibit A), as instructed by the Form Instruction Guide attached.
- 5. Submit completed FORM 0015 to Panther Central prior to the issuance of ID cards.

Panther Central

6. Issue the appropriate ID card.

Replacement of ID Cards

Panther Central

1. Replace ID cards as follows:

For replacement due to changes in name:

 a. Individual must turn in current ID card. Panther Central will reissue the ID card upon verification of a change.

For lost, stolen, or damaged cards:

 Individual must present appropriate identification.
Panther Central will replace and assess a \$20.00 fee.

Campus, School, Department Program, or Sponsor

- Return the recovered cards to Panther Central.
- Notify the ID Card Center by memorandum of all cards that were not returned.

Confiscation of ID Cards

Campus, School, Department Program, or Sponsor

1. Confiscate the ID card under the following circumstances:

- a. When presented by other than the individual to whom it was issued
- b. When it is determined that the ID card is being used improperly

VI. EXHIBITS

Exhibit A - FORM 0015, University ID Card Application FORM 0015 Form Instruction Guide

Exhibit B - Offices Authorized to Approve ID Card Applications

VII. REFERENCE

Policy AO 36, University Identification Cards (formerly 07-10-01)