

Temporary Staff ID Request

Instructions:

- Print this page on requesting department letter head.
- Fill out request below. (Please fill out ALL fields)
- Employee must be in the PeopleSoft data base.
- Expiration date must be filled in or it will default to 90 days, date cannot exceed one year. *
- IDs are 5.00 which are paid by the department chart string, or by the temporary employee.
- Temporary Employee must show a drivers license or other picture ID when getting their ID card.*
- Temporary Employee privilege information can be found on CATcard website. **
- If door access is required fill out a key access request form . ***

The Department of _____ request an ID card for

Please print employee's name as it appears on driver's license or other forms of identification

The employee ID # is _____ **(found in employee's PeopleSoft record)**

The expiration date for this position is ____-____-____. **This cannot exceed one year.**
month-day-year

Chair/Manager/ Supervisor Submitting Request _____

Please print

Chair/Manager/Supervisor Signature _____ Date _____

Temporary ID's are 5.00 each and can be paid for either by the department or temporary employee.

Department Chart String

PS Account	Operating Unit	Dept	Fund	Source	Function	PC Business Unit	Project	Activity	Program	Purpose	Property

*For Policy information click on http://www.uvm.edu/policies/general_html/badge.pdf

**For temporary employee privileges click on <http://www.uvm.edu/~catcard/?Page=newcardpriv.html>

***For Access fill out access request form: http://www.uvm.edu/~uvmppd/forms/request_for_keys.pdf

CATcard Service Center Billings Library, 48 University Place, Burlington VT 05405-1755
Telephone: (802) 656-4509, Fax: (802) 656-4528