

Policies of the University of North Texas	Chapter 10
10.030 Identification Cards	Fiscal Management

Policy Statement. An identification card is issued to each student at the time of first registration after fees are paid. A faculty/staff identification card will be issued to any employee who is employed at least 50% time and benefits eligible.

Application of Policy. All University

Definitions. None

Procedures and Responsibilities.

- I. Students: An identification card is issued to each student at the time of first registration after fees are paid. After the first issue, the card will automatically be electronically validated by the student registering and paying the appropriate fees. The student is responsible for upkeep of the card. If a student sits out a semester and then returns, the card first issued may still be used.

As the Identification Card (ID card) is the student's official identification, each student is responsible for carrying the Identification Card (ID card) with him/her while on campus; and it must be presented to any University of North Texas official upon request. The replacement fee for a lost, stolen, or discarded Identification Card (ID card) is \$10.00. There is no charge for a name change or identification number change, however, prior documentation by the Registrar's Office is required for name changes.

Any identification cards found should be forwarded to the ID Systems Office located in Student Accounting and University Cashiering Services, Room 105 of the Eagle Student Services Center. Returned Identification Cards (ID cards) may be claimed by showing proof of identity.

Fraudulent use of the Identification Card (ID card) will subject the user to a fine of \$2000.00 and up to one year in jail (Class A Misdemeanor). Anyone who uses the card to give false information to a police officer is subject to a fine of \$200.00 (Class C Misdemeanor).

- II. Faculty/Staff: A faculty/staff identification card will be issued to any employee who is employed at least 50% time and benefits eligible.

To receive a faculty/staff card, the employee will need to have EMPLID number; a copy of the HRM-6 (payroll authorization) or memo from their department stating their classification, hours worked and benefits eligibility and some form of picture identification.

When a faculty/staff card has been made, the card will not be activated until the employee information is in.

There is no charge for misplaced or stolen employee Identification Cards (ID cards). There is no charge for name or EMPLID number correction. The correction must be shown in personnel records before a new Identification Card (ID card) will be issued.

The faculty/staff Identification Card (ID card) is the employee's official University identification, and must be presented to any University of North Texas official upon request. Other general and legal information is supplied on the back of the card. The employee must return the card upon termination of employment with the University.

III. Special Identification Cards: Special identification cards will be issued in the following instances:

- A. Employees employed less than 50% time and not benefits eligible, retirees of the University, visiting professors, or temporary employees who need University identification while on campus, but are not considered permanent employees. The employing department must send the employee with the corresponding HRM 8 (payroll authorization) form or a memo with the corresponding information from the HRM 8 form to the ID Systems Office. For visiting professors, a memo from the department head is required with employment beginning and ending dates. The department will be responsible for returning the Identification Card (ID card) to the ID Systems Office located in the Eagle Student Services Center. Retirees will need to bring a Retiree Authorization form from the Human Resources Office stating the date when retirement is effective.
- B. Coordinators of conferences held at the University may contact the ID Systems Office for Identification Cards. There is a charge of \$3.00 per card. The cards should be turned in at the end of the conference.
- C. Identification badges for employees are also available for employees of the university. Badges are for identification purposes only and may not be used for access through the electronic access control system. There is a charge of \$3.00 for each badge. An Interdepartmental Order is required from the department with the employee name, EMPLID number and department name. Unless the order is large, the badge can be made while you wait.

All University of North Texas Identification Cards (ID cards) are the property of the University and must be returned upon request.

Responsible Party: ID Systems Office - Student Accounting and University Cashiering Services

References and Cross-references.

None

Approved: 1/1/1983

Effective:

Revised: 8/94;8/97; 8/99; 5/01; 11/05
*4/2011 format only