

LEEWARD COMMUNITY COLLEGE

Employee Identification Card Application

General: The Leeward Community College (LCC) Employee Identification (ID) Card is an official document used to identify LCC executives, faculty, staff, and lectures, and to enable such employees to gain certain benefits or discounts afforded to University of Hawaii employees by various vendors. Complete the following application and process as indicated.

Employee Data:

1. Print Your Name as It Appears on Your Payroll Notification Form (PNF):

Last	First	Middle Initial(s)
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2. Division/Unit: _____ 3. UH Number: _____

Go to: www.hawaii.edu/account

4. Employee Category (check one): Executive Faculty Staff Lecturer

5. Telephone Number: _____ 6. E-mail: _____

7. Expiration Date: _____ (Completed by LCC HRO)

LCC Employee ID Card Policies and Procedures:

- Expiration Date: 5-years from date of issue for regular employees; May 31st of the academic year of issue for lecturers.
- For regular employees (executives, faculty, and staff), complete the above Employee Data and submit to LCC HRO for validation of information and authorization. When notified by Division secretary or unit clerical staff that your ID card data has been inputted, go to the Library. Provide a current photo-ID (e.g., driver's license, military ID card) before taking your photograph for your LCC Employee ID Card.
- For lecturers, complete the above Employee Data and submit to your Division secretary with your employment documents. When notified by Division secretary that your ID card data has been inputted, go to the Library. Provide a current photo-ID (e.g., driver's license, military ID card) before taking your photograph for your LCC Employee ID Card.
- Applicants with sunglasses, hats, caps, bandanas, etc. will need to remove such items before taking their photograph.
- If your Employee ID Card is lost or stolen, a replacement LCC Employee ID Card may be obtained after a \$10 (cash only) fee has been paid. You are required to return your LCC Employee ID Card to your Division secretary/unit clerical staff upon separation from service.
- LCC reserves the right to refuse to issue an LCC Employee ID Card to any person who does not comply with the above.

I have read and understand the LCC Employee ID Card Policies and Procedures and have provided factual information when filling out this form.

Applicant's Signature

Date

Human Resources Staff Signature

Date

FOR HRO USE ONLY:

Corrections/Changes Made (if any):

Data Input Date: _____ Initials: _____ Division/Unit Notification Date: _____ Contacted: _____ Initials: _____