UNIVERSITY OF HARTFORD

Request for University of Hartford Identification Card
Adjunct Faculty

Employee Name: _____
Last First MI

Department: _____

Status:

☐ Adjunct Faculty

Banner ID Number: _____ _____
(Adjunct must be entered into Banner and have an ID number before ID Card can be issued)

It is the responsibility of the hiring department to ensure adjunct contracts are processed in a timely manner. Delay in processing contracts can result in a delay in the issuance of University ID Cards.

This form serves as confirmation that the above-named individual is an employee of the University of Hartford and is entitled to an ID card and all of the privileges associated with it.

_____
Department Representative

_____
Title

_____
Department

(Please take this form to Gengras Student Union, Room 135 for your ID card)

Proof of employment is required for all employees who are not regular full-time and/or regular part-time faculty and staff. Please refer to ID Card policy for a list of documents which are appropriate and serve as proof of employment.