UNIVERSITY OF HARTFORD

Request for University of Hartford Identification Card

Employee Name: _____
Last First MI

Department: _____

Status:

☐ Regular Full-time Faculty ☐ Regular Full-time Staff

☐ Regular Part-time Faculty ☐ Regular Part-time Staff

☐ Temporary Staff / Consultant

☐ Other _____
(Do not use this form for Adjunct Faculty- separate form required)

Banner ID Number: _____ _____
(issued by HRD for regular full-time and regular part-time faculty and staff)

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.

_____
University of Hartford 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.