

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Employee Identification Cards	<u>Number</u> 408
Related Policy:	6Hx20-4.025	<u>Page</u> Page 1 of 1

I. Purpose

To provide identification cards to College employees for enhancement of College security and admission to certain College-sponsored functions.

II. Procedure

- A. Identification cards will be issued by the Admissions Department to all non-student employees by following the Request for Employee ID in Workday
- B. A passport-style photo can be uploaded onto the employee's profile in Workday. A request will need to be made through the Request Portal. Once received and printed, Admissions will reach out when ready for pick up. A valid government ID is required for pick up.
- C. Admissions can take the employee's photo and print the ID simultaneously at Building 2, on the Pensacola Campus.

Responsible Official:	Director, Human Resources
President's Signature:	 Date: 10/10/2023