

TYPE ONLY

University of Hawai'i at Mānoa

ID APPLICATION FOR FACULTY/STAFF/NON-REGULAR EMPLOYEES

NAME:

Last

First

Middle Initial

DEPARTMENT/PROGRAM: _____

UHNUMBER: _____

Applicant's Signature

The applicant certifies that he/she will return the UH ID card upon separation of service to the supervisor or UH Personnel Representative

FOR UNIVERSITY PERSONNEL REPRESENTATIVE USE ONLY

REGULAR (For FT/PT employees of UHM - No Expiration)

- (A) APT (Administrative, Professional, Technical)
- (CS) Civil Service
- (E) Emeritus
- (EX) Executive/Managerial
- (F) Faculty
- (S) UH System
- (O) Other – Specify: _____

OR

NON-REGULAR (Expiration)

- (C) Casual Hire
- (ER) Emergency Hire
- (L) Lecturer
- (VC) Visiting Colleague

EXPIRATION DATE

I certify that the above-named individual is an EMPLOYEE of the University of Hawai'i at Mānoa or an AUTHORIZED VISITING COLLEAGUE of the University. I also certify that the UH ID will be collected by the University/College Personnel Representative at the end of the individual's service with the University as part of separation procedures. PLEASE DO NOT ALTER THE APPLICATION.

UHM Department/College Personnel Representative
(Print)

UHM Department/College Personnel Representative
(Signature)

Telephone Number

Date

INSTRUCTIONS FOR COMPLETING APPLICATION FOR FACULTY/STAFF ID CARD

- Please type or print legibly all requests in order to minimize errors due to legibility.
 - NAME – name as it appears on individual's personnel record.
 - DEPARTMENT – employing unit or college of the University.
 - UH NUMBER – University of Hawai'i issued number. This number may be found by logging into www.hawaii.edu/account
 - CATEGORY – select between REGULAR (No Expiration) and NON-REGULAR (Expiration), AND ONE employee category. Individuals whose primary affiliation with the University is as STUDENT is not entitled to a FACULTY/STAFF UHID card. Please see below for REGULAR and NON-REGULAR category descriptions.
 - SIGNATURE – to be signed by the UHM Department/College Personnel Representative. This representative is authorized to verify the applicant's employment status with the University (e.g. Department's Administrative Officer/Fiscal Officer).

REGULAR FACULTY/STAFF: All individuals employed by the University of Hawaii at Manoa as full-time and part-time FACULTY/STAFF will be issued a UH ID card without an expiration date. The UH ID card is issued for the duration of the individual's employment with the University. All separating employees MUST submit the UH ID card to the UHM Department/College Personnel Representative upon termination of service. The UH ID card is no longer valid upon separation of service. **Students, including Graduate Assistants, Research Assistants, Teaching Assistants and Post-Doctoral Fellows DO NOT qualify for a Faculty/Staff ID card.**

NON-REGULAR FACULTY/STAFF: All individuals who do not fall under the REGULAR Faculty/Staff category will receive a FACULTY/STAFF ID card with an expiration date. The UH ID card will be renewed by submitting the expired card to the Ticket, Information & ID Office along with a new application, verified by the authorized UHM University/College Personnel Representative, in exchange for a new card.

- Any lost ID card will be replaced at a cost of \$25.00.
- The applicant must present picture identification, such as a driver's license or State ID card, with this application to the Campus Center Ticket, Information and ID Office at Campus Center 212.

