

UNIVERSITY OF TENNESSEE PROCEDURES FOR RECEIVING A UT ID.....

New Staff Orientation

The VolCard Office must have a University ID number before a University ID card can be made. Human Resources will send a roster created from Staff Orientation to the VolCard Office which will include the ID number. The VolCard Office cannot make an ID card without the information from the roster. If the employee does not have an ID number, the employee's department should assist them in obtaining a temporary ID until one can be obtained. The VolCard Office does not assign ID numbers.

A picture ID (driver's license, military, or passport) is also required to be presented at the VolCard Office.

Employee Title Change or Department Change

The UT employee must bring their old ID card to the VolCard Office in order to have the title changed on their card. In the event the new title is not in IRIS, or the Individual and Department wish to have a variation of the IRIS title, a letter will be required from the Department Head requesting this change. If a department has a name change, a letter is required from the Department Head stating the new name, an account number and GL number for billing. The department will be billed for the ID's made due to departmental name changes. The employee must submit their current ID card for the new ID card or a \$30 lost card fee is assessed.

Term Employees or New Staff not attending Staff Orientation

All University of Tennessee Departments should verify that Staff/Term employees and Friends of the University are in IRIS and have a TNUniqueID number assigned prior to sending the employee to the VolCard Office for an ID card.

Each Department is responsible for requesting Building Access for their employees through Central Alarm. The VolCard Office does not provide access to building.

It is very important to protect our campus; therefore, all individuals must be processed through Human Resources before coming to the VolCard Office.