



## Employee Identification Cards

New employees must first complete all their paperwork in Human Resources before being issued ID authorization. The employee must bring the authorization issued by Human Resources to Campus Card Operations and an ID Card will then be processed.

Employees are allowed library privileges with the possession of a Southeastern ID card. Upon separation of employment, employee ID cards are to be returned to Human Resources.

Student employees, graduate assistants, and resident assistants are not issued employee ID cards. They are required to use their student ID cards.

All Southeastern employees and students must carry their Southeastern ID card at all times when on campus or attending university-related activities.

If the ID card is lost or stolen, employees must notify Campus Card Operations. There may be a replacement fee.