



IDENTIFICATION CARDS PROCEDURE

Identification Cards

University Staff

It is the policy of the University to issue all staff with identification cards. University identification cards contain the employee's name, picture, and staff number.

University identification cards are issued to all permanent and contract employees of the University, who have been issued contracts of employment by Human Resources. Including those engaged with or on assignment via a Partner organisation.

Where an employee is employed on a contract basis, the staff identification card shall include an expiry date.

Please note:

- Staff identification cards are the property of the University.
- Lost or stolen cards should be reported to Human Resources.
- Identification cards must be returned to the University when employment ceases.
- On commencement of employment/assignment a new employee will be issued with a staff identification card.

UL Employees

ID cards for UL employees will be created based on the details updated from the CoreHR system. Please contact compandbens@ul.ie to arrange printing and collection of new cards.

Partners

ID cards for Partners will be managed by the Partner Access Management System (PAMS). Following the application approval, your new ID card will be available to collect from Compensation and Benefits (D1042) the next working day.

Return of ID cards

Your Staff or Partner ID card must be returned to your department approver at the conclusion of your contract/affiliation with the University.

Renewing ID Cards

The expiry dates on ID cards will be directed by the end date on either the CoreHR or PAMS. An approved extension to End Dates on either system will extend the end date of the respective ID card automatically. There will be no need to reprint an ID card at renewal stage and Expiry Dates will no longer be printed on UL ID Cards.

The issuing of a University of Limerick Identification Card to visiting academic staff/researchers & staff of associated organisations does not confer any rights on the user in relation to any services provided to staff by the University of Limerick. It is only issued by the University of Limerick at the request of the Body/Organisation concerned for the purposes of identification. Any liability occurring in relation to the misuse of the University of Limerick identification card resides with the requesting body and the staff member(s) concerned and the identification card is issued on that basis.