

# Collin County Community College District

## Employee ID Cards

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### *What?*

Identification Cards are available for all CCCCD employees. These cards allow employees to utilize many of the district's facilities and services including check-cashing privileges in campus bookstores, fitness centers, and library/learning resources centers.

### *Where?*

Student Activities manages the ID Card process. Their offices are located at Central Park, Preston Ridge and the Spring Creek Campuses. Faculty and Staff must show a picture ID such as a Drivers License, in order to have an employee ID Card issued.

### *When?*

Full-time Employees: An ID Card may be issued **after** the employee has received his/her first payroll check. The Human Resource System (*HRS*) first recognizes a new employee after he/she has been paid and shows a current, active assignment.

Part-time Employees: An ID Card may be issued **after** the employee has received his/her first payroll check. A part-time faculty member who is employed on a semester basis will be able to use the ID Card following the first payroll of each assignment. The Human Resource System (*HRS*) recognizes employees only when they show a current, active assignment.

### *How much?*

The first ID is provided free, but replacement cards are \$2 each.

### *Who?*

All employees, no matter what their status, will receive an Employee ID Card that reads Faculty. If an individual is both an employee and a student, he/she will only be able to receive an Employee ID Card, since an employee status is higher than a student status. Cards cannot be issued under multiple statuses.