

LEEWARD COMMUNITY COLLEGE

Employee Identification Card Application

The Leeward Community College (LCC) Employee Identification (ID) Card is an official document used to identify LCC employees and to enable such employees to gain certain benefits or discounts afforded to University of Hawaii employees by various vendors. Complete the following application and process as indicated.

Employee Data:

1. Print Your Legal Name:

(Last) (First) Middle Initial(s)

2. Preferred Name: _____
(Last) (First) Middle Initial(s)

3. Division/Unit: _____ 4. UH Number: _____
Go to: www.hawaii.edu/account

5. Telephone Number: _____ 6. E-mail: _____

LCC Employee ID Card Policies and Procedures:

- For regular employees (executives, faculty, and staff), complete the above Employee Data and submit to LCC HRO office at AD-121 or via email: Lcchr@hawaii.edu. Once approved, you will be notified via email to schedule an appointment with HR to take your photograph. You will be notified by your division that your ID card is ready to be picked up
- For lecturers, casuals, and 89-day hires, complete the above Employee Data and submit to your division secretary with your employment documents. You will be eligible to obtain an LCC ID card after your employment has been processed. You will be notified via email to schedule an appointment with HR to take your photograph. After processing your photo ID, you will be notified by your division that your ID card is ready to be picked up.
- Expiration Date: 5-years from date of issue for regular employees; end date of employment for temporary employees, lecturers, casual hires and 89-day hires.
- If your Employee ID Card is lost or stolen, a replacement LCC Employee ID Card may be obtained after a \$25 fee has been paid to the Cashiers Office.
- You are required to return your LCC Employee ID Card to your division secretary upon separation from service.
- LCC reserves the right to refuse to issue an LCC Employee ID Card to any person who does not comply with the above.

I have read and understand the LCC Employee ID Card Policies and Procedures and have provided factual information when filling out this form.

Applicant's Signature

Date

FOR HRO USE ONLY:

Data Input Date: _____ Initials: _____ Card No.: _____ Expiration Date: _____

Division/Unit pick up date: _____ Initials: _____