

Identification Badge Form

Employee Name _____

Department _____ Position Title _____

Personnel ID # _____

New Hire

Transferring

Transferring from another campus, payroll will enter in IRIS:

YES

NO

The UT Health Science Center Identification Badge Procedure ensures the safety and security of all employees, student's contractors and visitors while conducting business on campus.

- Human Resources will email the ID Badge form to Campus Police and the new hires/transfers Business Manager/Hiring Manager after entering their paperwork into IRIS
- Identification badges are distributed through the Campus Police Office located at:
 - Van Vleet Building, 3 N. Dunlap Street, first floor
 - **Monday through Friday**
 - **8:00 am to 3:30 pm.**
- Employees will **NOT** be issued a badge until they are in Campus police system which could take up to 2 business days after HR has entered the new employee paperwork in IRIS.
- Please call Campus Police at 901-448-6705 **BEFORE** attempting to obtain a badge and to check to see if the new employee information is in the system prior to your visit to campus police. Please have your Personnel ID number available when calling.
- Please bring with you to campus Police a form of identification, i.e. Driver's License, ID card or Military ID, etc.

If you have questions, please contact Human Resources 448-5600 or Campus Police 448-6705

Thank you,
Office of Human Resources/Campus Police