Card Services Office Temporary Identity Authorization

There are occasions when the Card Services Office cannot make an ID card for an employee who appears to be eligible for one because information about him or her does not reside in the systems accessed by the Card Services Office. This is usually due to the timing of completion and approval of forms and data entry.

The form below has been created to help alleviate this problem. Typically when there have been problems it’s due to one of the following:

- Transfer from temporary to regular position. Data available to the Card Services Office data reflects a temporary status until the effective date of the regular position.
- New faculty member who was put into SAP in a non-pay, non-benefit eligible position for payment of moving expense and/or for COEUS access. Data available to the Card Services Office reflects no pay/no benefit status until effective date of paid, benefit eligible appointment.
- Paid Visiting Student who is NOT a Purdue student but has an offer letter clearly defining the offer and period of time the student will be at Purdue.
- Data is not available in SAP or PPS

If the individual has a PUID and career account, please complete the information below and request the employee take this information to the Card Services Office to obtain a Purdue ID card. An offer letter must accompany all monthly paid employees. Because many names look similar please verify that the individual is assigned the correct ID. In order to help make sure that the PUID is assigned accurately and that ID cards are correct, please verify the birth date, home address, and gender.

PUID:
Employee Name:
Position Title:
Employee Group:
Visiting Scholar:
Business Office Signature

Phone
Date

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