YORK COLLEGE
The City University of New York

New Employee Identification Card

To: Public Safety Staff

From: Office of Human Resources

Subject: Issue New Employee Identification Card

Please issue an employee identification card to:

_____
Please Print Name

who is employed as a(n) _____

in the _____ Department.

Thank you.

_____ _____
Employee's Signature Date

Request Authorized By:

_____ _____
Signature of College Human Resources Officer Date

Distribution:
White – Public Safety
Yellow – Human Resources

OFSR/HR EMPID 01/05