

## Temporary Staff ID Request

### Instructions:

Print this page on requesting department letter head.

Fill out request below. (Please fill out ALL fields)

Employee must be in the PeopleSoft data base.

Expiration date must be filled in or it will default to 90 days, date cannot exceed one year. \*

IDs are 5.00 which are paid by the department chart string, or by the temporary employee.