

EASTERN MICHIGAN
U N I V E R S I T Y TM

**PHYSICAL PLANT
OPERATIONAL & MAINTENANCE
ADMINISTRATIVE PROCEDURE**

Section	Subject	Effective date	Procedure Number
Administration	Lost/Missing Employee ID	May 30, 2013	A-15

Purpose

To define the proper course of action for a lost Employee ID for all Physical Plant employees.

Procedure

1. All lost, stolen, or misplaced ID's should be reported to the appropriate supervisor, manager, or Director as soon as possible.
2. The appropriate management authority will notify Information Technology/Network Systems & Services and have the lost ID deactivated.
3. After the ID has been deactivated, the employee should go to the Eagle card office to be issued a new ID.
4. The appropriate management authority will then have Information Technology/Network Systems & Services activate the new ID card.
5. As a safety and security issue employees are not to let anyone else use his/her ID card.

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