



# Rensselaer

## ID Card Request Form for a Rensselaer Retiree

Portfolio Name: \_\_\_\_\_ Department: \_\_\_\_\_

Retiree Name: \_\_\_\_\_ RIN: \_\_\_\_\_

Title: \_\_\_\_\_ Faculty  Staff

Date of Retirement: \_\_\_\_\_ (note: an Employment Transaction Form (ETF) must be submitted)

Effective dates of request: From: \_\_\_\_\_ Until (end date of 1 year or less is required): \_\_\_\_\_

Requesting ID Card Access to (check all that apply):

Rensselaer Library  Rensselaer Athletic Facilities  Computer Labs  Other: Building/Room\_\_\_\_

Is there a risk associated with granting Rensselaer ID Card post retirement? Yes  No  If yes, explain below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that by requesting that a retiree ID Card to this retired faculty or staff member, that I am responsible for ensuring that the cardholder is aware of and has agrees to abide by Rensselaer's current policies on standards of conduct and harassment. I further understand that this privilege may be revoked at any time for any reason.

Submitted By:

\_\_\_\_\_  
Dean/Vice President Date

\_\_\_\_\_  
Provost (Faculty Only) Date

Request is:

\_\_\_\_\_ Approved as requested \_\_\_\_\_ Denied

\_\_\_\_\_ Recommended alternate action (specify): \_\_\_\_\_

\_\_\_\_\_  
Vice President for Human Resources (or designee)/Date

\_\_\_\_\_  
Vice President for Administration (or designee)/Date

### HR and Campus Card Office Use Only

Retirement Date Confirmed (HR staff/Simon) \_\_\_\_\_

ID Card Information Confirmed (Campus Card Office staff) \_\_\_\_\_

Account Request Complete (Campus Card Office staff) \_\_\_\_\_

### **Note:**

When an employee separates from Rensselaer, the department should return the employee's ID Card and return it to the Campus Card Office (CCO). The CCO then updates SIMON. If the separated employee does not return his/her ID Card upon retirement, he/she should submit the ID Card to the CCO before the Retiree ID Card can be issued. If the ID Card was lost or stolen, the fee for the retiree is \$10 for the first replacement, and \$25 for each replacement thereafter.

**Retiree ID Cards are approved for a 12-month period only. If a longer request is needed, a new form must be submitted annually. Requests are reviewed monthly, and should be submitted more than 5 weeks in advance to ensure uninterrupted access.**