 <p>Facilities & Safety Human Resources Standard Operating Procedure</p> <p>A NEW OR REPLACEMENT UCF CARD (KRONOS® CARD)</p>	<p>Effective Date: 04/01/2017</p>	<p>SOP Number: FSHR-SOP-01 V.01</p>
	<p>Last Modified: 03/30/2017</p>	<p>Page 1 Of 3</p>
	<p>Approved By: Cristina Rever</p>	

STANDARD OPERATING PROCEDURES:

To request a new or replacement UCF Card (Kronos® Card)

APPLICABILITY/ACCOUNTABILITY:

Applies to all departments in the Facilities & Safety domain of Administration and Finance (i.e., Associate Vice President’s Office, Environmental Health and Safety, Facilities Operations, Facilities Planning and Construction, Landscape and Natural Resources, F&S Human Resources, Quality Management and Improvement, Resource Management, Sustainability Initiatives, and Utilities and Energy Services).

PROCEDURES:


The UCF Card (Kronos® Card) may be used everywhere on campus. However, for the purposes of this SOP, the primary use of this card is to obtain door access, and for hourly employees to be able to swipe in/out on the Kronos® time clocks. Each department (Manager, Supervisor, and Administrative Support Personnel) is responsible for completing the necessary online form to request replacement cards for his or her employees.

New Employees

- Will be issued a new card, free of charge, at their scheduled UCF New Employee Orientation (NEO).
- If their first day is not a NEO day, with the approval of FSHR, employee may go directly to Card Services on their first day to obtain a new card.

Current Employees

- May require a new card if:
 - Lost
 - Damaged (broken, worn, etc.)
- Replacement card fees:
 - Employee Fee - \$15.00
 - Department First Replacement- \$10.00
 - Department Replacements - \$15.00

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Requesting a Replacement Card

Step 1: Go to the card services website www.ucfcard.ucf.edu

Step 2: On the Homepage, click on the “Departments” tab

Step 3: Under “Request Type” select “UCF Card”.
This will direct you to the form you will need to complete.

Step 4: Make the appropriate selection

- If card was damaged through no fault of the employee, department may choose to pay replacement fee.
- If card was lost or damage due to employee error or negligence, employee is responsible for replacement fee.

Step 5: Complete the Request UCF Card Form

Department Information


Department Name*	Department Number*
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Department number is the expense account where the replacement fee will be charged. **Note: If employee is responsible for the replacement fee, please enter 0000-0000**

DAL Approver

First Name*	Last Name*
Phone Number*	Email*

DAL Approver requires your department’s information. **Note: The Supervisor or Manager completing the form should enter their UCF phone number and email.**

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Card Recipient Information

<input type="text" value="Name*"/>	<input type="text" value="Last Name*"/>
<input type="text" value="UCF ID Number*"/>	<input type="text" value="Choose Affiliation..."/>
<input style="width: 100%;" type="text" value="Additional Comments/Notes"/>	

Enter Employee information. **Note: Affiliation should be left blank. If employee is responsible for the replacement fee, please add verbiage in the additional comments/notes section.**

Step 6: Submit the completed form by clicking on the “Submit Request” button at the bottom of the form.

Step 7: A Confirmation email will be sent to the UCF email of the Supervisor or Manager who completed the request form.

Print a copy of the email confirmation receipt and provide it to employee to take to Card Services.

Step 8: In order to update employee’s access, submit a copy of the card to:

- Facilities & Safety HR - will update employee’s Kronos® account, and their personnel file. This applies to both new and replacement cards.
- The Card Access Administrator - will update employee’s door access. Complete the Card Access Authorization Form and submit to the Card Access Administrator as well. This applies to new cards, replacement cards, and if employee’s door access needs to be modified for any reason.