

## **Panther Card Administration – Activation and Termination Procedure**

**Effective date: October 19, 2018**

### **Purpose:**

Administration of the ID Card for Georgia State University (Panther Card) is with Blackboard Technology and is handled in the Panther Card ID/IT office which is part of University Campus Services department. The Panther Card is a machine-readable photo identification and access control card and is available to all Georgia State University faculty, staff, retirees, students and approved affiliates. Card access allows the following:

- building entrance based on police enforced security protocols
- Panther Cash account setup allows discounts to vending, dining and other venues around campus
- ID provides current association with the University.
- Biometric readings from a person's finger may be associated with the Panther Card providing another layer of identification protocol for access to certain University locations such as the University Library and student dining facilities.

Identification information for faculty and staff is electronically transferred from the University payroll system to the University's person registry system and at 3-hour intervals during regular working hours to the Panther card ID blackboard system. The Student Information System (Banner) is the source of student identification and interfaces into University's person registry and then passes information to the Panther Card system. Affiliate cards may be requested for contractors, visiting scholars and others who need clear identification with the University and/or access to certain buildings.

Affiliate cards may only be requested with a submission of an electronic request by a sponsoring University department for a specified length of time. A request for an Affiliate card should be made via the webform <https://webservices.gsu.edu/accounts> by the designated person<sup>1</sup> for the department using their CampusID and password. The proposed affiliate receives an email requesting personal information that upon submission flows to the Payroll office who will enter the information into the OneUSG payroll system.

An affiliate will then need to go to University Panther Card office 2 business days after submission to confirm identity and have a picture made. (For large groups, alternative methods may be available for submission of information. Please contact the Panther Card Office). An email form with instructions will be sent to the Affiliate after submission of the request. Please allow 2 business days for processing following their submission of information.

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<sup>1</sup> Directors and above including College HR Officers may request affiliate cards.

## **Procedure/Process for Activation and Termination of Panther Cards:**

### **Students**

- Access will automatically expire after 6 months from last enrollment date. The 6-month clock begins after the drop/add date for the semester as determined by the Office of Student Accounts.

- If extended access is required, student should contact their Department Chair to request an affiliate card by using the webform <https://webservices.gsu.edu/accounts>

### **Staff**

- Access will automatically expire 2 business days after date of termination.<sup>2</sup> An affiliate card may be requested by the Department head if needed by using the webform <https://webservices.gsu.edu/accounts>

### **Faculty**

- a. Part Time Instructor
  - i. Temporary PTI – They are given a termination date and access is automatically revoked 2 business days after date of termination<sup>2</sup>.
  - ii. Regular PTI – Upon termination, access is automatically revoked 2 business days after date of termination<sup>2</sup>. If no termination date is provided; termination will automatically occur after 1 year of inactivity.
- b. Adjuncts- Their termination date to be set at 1 year and access is automatically revoked 2 business days after termination<sup>2</sup>. An extension can be requested using the webform if needed by Human Resources or the hiring department.
- c. Visiting Lecturer- Access will be automatically revoked 2 business days after their termination date<sup>1</sup>.
- d. 9 month and 12-month faculty - Access will be automatically revoked 2 business days after their termination date <sup>2</sup>

### **Retirees**

Staff retiree's access will automatically expire 2 business days after their effective date on their retirement personal action form entered the Payroll system<sup>2</sup>. A department head may request an extension for access with a termination date not to exceed 1 year. Faculty retiree will remain active on the PantherCard system. If there is no activity on their card for 5 years, the account will become inactive.

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<sup>2</sup> Immediate card termination can occur in cases of employee disciplinary problems or other extenuating circumstances.

A retiree who is rehired into employment will require a new Panther card with appropriate access for their position. A new hiring record will electronically pass from OneUSG to the Panther Card system via the Person Registry. The rehired retiree may pick up a new Panther Card in the Card office will appropriate picture ID.

Faculty who retire as an Emeritus will remain active

**Affiliates**

Card expiration will be set at automatically expiration at 30 days unless otherwise specified in the request for Vendor/Contractor/Volunteer/Affiliates and Non- Affiliates. An annual review will be performed of all affiliates registered in the Panther Card system by the Panther Card office to ensure cards are still required by the affiliates.

**Requesting building access for Panther Card**

Authorized users should request building access for Panther Card users using the Police request form via the University help desk at [www.helpdesk.gsu.edu](http://www.helpdesk.gsu.edu). Please include the name of the employee, Panther ID number and building access requested. The help ticket will be routed to the police department. Police will verify the requestor is on their authorization list and then add the required access to the Panther card.

**Departmental Card: Discontinued with the activation of this procedure.**

Departmental Cards- are Access Only cards without Panther #s assigned to them. The practice of assigning the card to a specific department for use by multiple people will be routinely discontinued due to security concerns with the adoption of this procedure August 1, 2018. Exception may be considered by the Panther Card office on a case-by case basis.<sup>3</sup> (We are working with departments to deactivate any existing accounts as of 7/1/2018)

|   |  |
|---|--|
| <b>Policy Administration</b> {all sections mandatory}                           |  |
|   |  |
| <b>Responsible Office(s)</b><br><br>(Office name, campus address, phone number) | Campus Services – Panther Card Office<br><br>200 University Bookstore Building66 Courtland Street<br>Atlanta, GA 30303<br><br>Main Office Number: 404-413-9500 |
| <b>Responsible Executive(s):</b>  | Dr. Beth Jones   |

<sup>3</sup> Colleges or department may submit a letter of justification to the Panther Card Office for consideration. Letters should be addressed to Trey Chiles, Director Panther Card Office. If approved, the area requesting cards is responsible for individual assignment, distribution and payment for cards.

|   |  |
|---|--|
| <b>Policy Management</b> {all sections mandatory} |  |
| <b>Policy History</b>                             |  |
| Approval Date:                                    |  |
| Approving Body (if applicable):                   |  |
|   |  |

|                                   |   |
|-----------------------------------|---|
| <b>Web Links</b>                  |   |
| <b>Procedures and forms (URL)</b> | <a href="https://netwebdev01.gsu.edu/accounts/Affiliate/">https://netwebdev01.gsu.edu/accounts/Affiliate/</a> |

**Additional Information or Resources – Information found on forms are on next pages.**

**Step 1: Electronic Form to be completed by authorized person requesting affiliate account from the Web Link listed.**

Affiliate's First Name

Affiliate's Middle Name

Affiliate's Last Name

Affiliate's Immigration Status

Affiliate's Email

Duration of Access For Account

Sponsor Campusid

Department's speed code for the affiliate card fee

Name of Organization Requesting Account

Purpose of Account

**Step 2: Affiliate receives an email telling them to follow a unique link being sent to them to complete this form. Electronic Form generated to proposed Affiliate for completion and submission to IS&T and into a queue for OneUSG Payroll staff.**

## Affiliate Account

Please complete the form below to initiate account creation for an affiliate account.

### Personal data

|                                       |                          |
|---------------------------------------|--------------------------|
| <input type="text" value="Test"/>     | First Name               |
| <input type="text"/>                  | Middle Name              |
| <input type="text" value="Testuser"/> | Last Name                |
| <input type="text"/>                  | Date of Birth MM/dd/yyyy |
| <input type="text"/>                  | SSN <sup>4</sup>         |

### Address

|                      |                                      |
|----------------------|--------------------------------------|
| <input type="text"/> | Address                              |
| <input type="text"/> | City                                 |
| <input type="text"/> | <input type="text" value="▼"/> State |
| <input type="text"/> | Zip                                  |
| <input type="text"/> | Phone                                |

#### Step 3:

Affiliate account will be created after information is verified via Person Registry standards. Notification will be sent to Affiliate with CampusID and email address.

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<sup>4</sup> Persons who do not have an SSN, may submit the Affiliate Form back to Payroll/HRIS office without an SSN number. The OneUSG system will automatically assign a number to the person for identification. Use of identifying numbers assists in preventing duplicates in the University IT systems should the Affiliate becomes a University employee.