



Office of Human Resources
C. Robinson Hall
(301) 860-3450 Fax (301) 860-3453

Office of Human Resources

MEMORANDUM

TO: Business Services

FROM: _____
Office of Human Resources

DATE: _____

SUBJECT: New Employee Identification Card

This is to certify that, _____ Employee ID _____,
is a new employee effective _____.

Should you have any further questions, or need additional information, please feel free to contact the Office of Human Resources at ext. 3450.

Thank you for your assistance.

Please Note: The employee may present this form at the Student Union first floor to obtain an Identification Card during the following hours:

Monday to Friday: 9:00am –4:00pm