Introducing Campus Cards at the University of Essex
July 2010

Background to the scheme

Campus Cards are being introduced to all University staff, initially at Colchester Campus, to provide a ‘one size fits all’ way for you to gain access to various University services. Initially, the card will enable access to the Albert Sloman Library and the Sports Centre, and will provide a means for you to show you are a member of staff employed by the University. The Campus Card will also enable new staff to register for an e-mail account from ISS. At present, all staff based at the Southend Campus – and those who visit Southend regularly – already have a staff card with building control access. This card will, in due course, be replaced by a Campus Card with building control access in-built. Looking ahead, the card will have the potential to enable staff to access further services and benefits, such as financial and discount schemes, catering and car parking use, and to gain access to University buildings.

Issuing cards to University staff

Campus cards have been used and tested by members of staff within HR since their introduction in March 2010. During July and August cards will be issued by HR to all Professional Services staff based at Colchester Campus. During August and September 2010, cards will be issued to staff in Academic Departments and Faculties, along with other offices at Colchester Campus. It is hoped that rollout will be complete for Colchester Campus by the end of October 2010. Cards will then be issued to staff based at Loughton and Southend. New staff at Colchester Campus will receive their card from July 2010 onwards.

About the card

The Campus Card is the size of a normal credit card and features:

- Your name
- Your photograph
- Your PRID (personal university number)
- The University logo

Further details

- Staff will not be required to wear the card, although they are advised to carry it with them whilst at work
- In some work areas, as decided by the Head of Section/School/Department, the Campus Card will replace existing similar cards or name badges. Current practice will continue in relation to displaying this information
- The name on the card will be the preferred first name and the last name as held on the HR database
• Cards are issued without an expiry date
• Cards state that a person is a member of staff of the University only – no School, Department or Section appears on the card
• Cards must be returned to HR when a member of staff's employment with the University ceases
• Cards will not automatically be issued to staff employed for periods of less than three months
• Students of the University holding a Student Card (who are also members of staff) will not normally be issued with a Campus Card
• Cards may be used to access the Albert Sloman Library and the Sports Centre
• Cards will be used to access the initial e-mail account facilities by ISS
• Cards can be used as proof of employment with the University to access any negotiated discounts with suppliers and providers of services
• Lost cards must be reported to HR and will normally be replaced free of charge
• New services and facilities available to card holders will be announced by HR as they become available
• Cards issued to staff at the Colchester Campus will be able to be used at the Southend Campus with the appropriate authorisation by the Southend Campus Manager

Future developments

Once the roll-out of Campus Cards to all staff is nearing completion in 2010 similar cards will be issued to visitors who have been awarded an honorary title by the University; consultants and contractors who are employed on projects at the University. In due course, we hope to use the technology that is embedded in the cards to enable staff to gain access to beneficial services and discounts provided by external suppliers. At present, however, there are no plans to expand the range of services accessible via the Campus Card.

Who to contact if you have any questions

Please e-mail staffing@essex.ac.uk adding ‘Campus Cards’ in the subject header, please – or alternatively telephone Alan Charnock, Deputy Director of HR, ext 3433 (01206 873433 if calling from outside the University).

Alan Charnock
Deputy Director, HR
July 2010