

**ARRANGING A STAFF CARD: STANDARD OPERATING PROCEDURE**

1. When the new staff member registers with HR, an employee number printout document is created. The following details are reflected on the document: employee number, title, initials, full names, surname, department, cost code, date of employment, job title, and job grade and payroll company.
2. A representative of the new staff member’s department must accompany him/her to the Student Bureau at Eden Grove. The employee number printout document will be required by the Student Bureau to produce a staff card. A photograph will be taken of the new staff member by the Student Bureau staff. The new staff member can wait for the staff card while this processes is completed.