CSU Cards for Staff Members

Division of Human Resources Fact Sheet

Charles Sturt University

Purpose of CSU Cards	• Identify an individual as a student or staff member of the University; • Access library services; • Purchase items from campus retail outlets; and • Gain entry to buildings that are fitted with Cardax proximity readers.
Continuing and Fixed-Term Employees	All continuing and fixed-term employees are eligible for a CSU Card. To obtain a card, employees located at campuses with card production facilities (see below) should email staffcard@csu.edu.au requesting an appointment to have their photograph taken and include: • the campus where they are requesting the appointment; and • their preferred day. An appointment time and directions will be confirmed via return email. Please note that the production of student cards will be given priority during periods of peak demand. Employees located at other sites can request a CSU Card by: 1. completing the CSU Card Application for Staff Members; 2. attaching a coloured digital photograph; and 3. forwarding to staffcard@csu.edu.au.
Visiting and Adjunct Staff	Visiting and adjunct staff are not eligible for a CSU Card unless stated in their offer of appointment. To obtain a card, staff located at campuses with card production facilities (see below) should email staffcard@csu.edu.au requesting an appointment to have their photograph taken and include: • the campus where they are requesting the appointment; and • their preferred day. An appointment time and directions will be confirmed via return email. Please note that the production of student cards will be given priority during periods of peak demand. Staff located at other sites can request a CSU Card by: 1. completing the CSU Card Application for Staff Members; 2. attaching a coloured digital photograph; and 3. forwarding to staffcard@csu.edu.au.
Casual Employees	Where a card is required in the conduct of their duties, casual employees may request a card by completing the CSU Card Application for Staff Members and gaining approval from their supervisor. Casual employees located at campuses with card production facilities (see below) should email staffcard@csu.edu.au requesting an appointment to have their photograph taken and include: • the campus where they are requesting the appointment; and • their preferred day. An appointment time and directions will be confirmed via return email. Please note that the production of student cards will be given priority during periods of peak demand. Employees located at other sites can request a CSU Card by: 1. completing the CSU Card Application for Staff Members; 2. attaching a coloured digital photograph; and 3. forwarding to staffcard@csu.edu.au.
Card Production Locations	Card production facilities are located at the following campuses: • Albury-Wodonga • Bathurst • Orange • Wagga Wagga

Last reviewed: August 2012