

## New Employee Parking Form (TEMPORARY)

Please have your supervisor/manager complete this form and then submit the form to the Auxiliary Office as a way to obtain parking and a panther card ID during the transition to the new ADP/Shared Services System. This form will serve as authorization to provision the employee listed below into the Georgia State University parking and panther ID systems.

**Start Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Legal Name:** \_\_\_\_\_  
(Print Name)

**Department Name and Number:** \_\_\_\_\_

**Building Location:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Pay Code:** \_\_\_\_\_

Check  the Employment Status:

Benefits-Eligible Status

- Faculty
- Fellow
- Post Doctoral
- Staff
- Limited Term (> 6 months)

Temporary Status

- Graduate Assistant
- Student Assistant/Work-Study
- Temporary Non-Student/Fee-Based
- Student Leader
- Part-time instructor

Are the employees eligible for benefits? Yes or No

**Approval Signatures for Unit:**

**Supervisor Approval** \_\_\_\_\_ **Phone:** \_\_\_\_\_

*The completed form should be sent with the employee to Office of Auxiliary Services in the University bookstore building to obtain a panther card and parking permit.*