

# **St. Mary's College of Maryland**

## **Contingent Employees**

### **One-Card Authorization**

St. Mary's College hires contingent employees for specific projects, one-time events, professional services, and to substitute for employees on leave. Part time faculty are hired to teach academic subjects, and adjunct faculty are appointed for a variety of purposes.

Appropriate completed forms are required to place the contingent employee or part time and adjunct faculty member(s) on payroll in order for the College to comply with all applicable employment laws, including but not limited to the completion of I-9 forms.

Mandated benefits such as FICA, Unemployment, and Workers' Compensation will be paid by the College. Other benefits are elected and paid for by the employee.

#### **One-Card Privileges**

All contingent *faculty* employees are eligible to receive a College ID Card (One Card).

The One-Card allows access to specific buildings that use the card entry system, dining and recreational privileges, library, computer account, etc. The request to process the College ID Card must be initiated by the Supervisor/Department Head in writing (e-mail) to the Help Desk at [HelpDesk@smcm.edu](mailto:HelpDesk@smcm.edu) and must contain the starting and ending date of employment.

The One Card will be issued by campus technology support services with a definitive expiration date which will usually be the date the contract begins and ends. If a faculty member is returning, the One Card account will be maintained as long as the contract remains in effect and the timekeeper does not cancel the employee from the contingent payroll.

The employee must go to campus technology support services (located in Baltimore Hall) to get his/her ID (One-Card) processed.

Departing employees will be checked out by the department timekeeper who is responsible for adding and deleting employees from the contractual payroll. Departing employees must contact the business office to pay outstanding balances charged to their One-Card account and to return the One-Card.

The timekeeper will notify the Office of Human Resources of the date of the employee's departure. Human Resources will notify the public safety office to invalidate the employee's parking permit.

## Example e-mail to request a card

To: Help Desk  
Campus Technology Support Services

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Please issue an I-D (One-Card) to:   Name: [employee's name]  
  Department: [hiring department]  
  Date of Hire: [insert date hired]  
  Ending Date: [insert if known]  
  Employee's Title: [insert title]

Employee will be allowed access to: [Name of Buildings/Offices]  
  [Food Service]  
  [Other]