

Process for the Printing of Identification Card for WMSU employee(s)

<b>Steps</b>	<b>Present Procedure</b>	<b>Proposed New Procedure</b>
1	Secure WMSU employee ID form from HRM office.	Secure WMSU Employee ID form from HRM office and submit to thereto.
2	Submit the accomplished WMSU Employee ID form to UPRESS.	HR in-charge encodes the personal data of the employee in the system.
3	UPRESS staff encodes the personal data of the employee to the system.	Employee proceeds to UPRESS and bring the data form.
4	UPRESS staff takes a photograph of the employee	UPRESS staff takes a photograph of the employee and prints the ID card.
5	Employee verifies the encoded personal data.	Release of the ID card by UPRESS personnel.
6	UPRESS staff prints the ID card.	
7	UPRESS staff releases the ID card.	