Management Regulations of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Employee ID Cards

I. Purpose

The purpose of these Regulations is to clarify the principles of processing and canceling Employee ID Cards, standardize the management of Employee ID Cards of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences (SIAT), and further strengthen the safety management of the campus.

II. Scope of Application

These Regulations apply to all types of employees and students of SIAT, employees of resident enterprises, and other personnel who need access to or exit from the campus.

III. Management Principles

1. SIAT adopts a "one person, one card" management model for Employee ID Cards, which have multiple functions such as access control, work attendance, and campus consumption, and are authorized based on needs.

2. Employee ID Cards are classified according to the types of personnel in the campus, and are distinguished by different colors: blue background Employee ID Cards are issued to full-time employees, yellow background Employee ID Cards to part-time employees, green background Employee ID Cards to students studying at the Institute for a long term (regular students, joint training students, visiting students studying at the Institute for more than nine months), red background Employee ID Cards to employees of resident enterprises, and white background Employee ID Cards to temporary personnel (temporary workers, contract workers, visiting students studying at the Institute for less than nine months, etc.).

3. Employee ID Cards (including full-time employees, part-time employees, and temporary employees) are managed by the Department of Human Resources; student Employee ID Cards (including regular students, joint training students, visiting students, and temporary students) are managed by the Department of Education; Employee ID Cards for employees of resident enterprises and other

personnel who need access to or exit from the campus are managed by the

Department of Public Affairs and Finance and Assets. Each management department is responsible for approving the processing of Employee ID Cards for personnel

under its management, managing permissions, and regularly updating and canceling them. The property management unit is responsible for producing or canceling

Employee ID Cards and opening or canceling corresponding permissions based on approvals.

4. Employee ID Cards are numbered and classified. Employee ID Card numbers are assigned by the Department of Human Resources, student Employee ID Card numbers by the Department of Education, and the information on Employee ID Cards of resident enterprises (name, logo, card number) is consistent with the information of the enterprise.

5. Permissions for Employee ID Cards are managed based on job requirements and are opened after approval by relevant departments.

6. To increase identification and effective management, the function card and photo page of the Employee ID Card are merged into one. When leaving the job, relevant departments delete permissions through the system and do not recycle the cards.

IV. Employee ID Card Processing

1. Before employees and students join, their assistants in the respective departments are responsible for filling out the Employee ID Card processing approval form and providing the necessary materials for joining, electronic photos (one-inch blue background), etc., to the relevant management department. Temporary employees need to provide a labor contract or labor agreement and pay a deposit of

100 yuan per card (refundable upon return) to the Public Finance Department when opening the card. Temporary personnel do not need to provide electronic photos if they stay within six months, and those with a card validity period of six

months to one year need to provide electronic photos (one-inch blue background). Employee ID Cards of resident enterprises are filled out by designated secretaries of the enterprises. After approval by the enterprise supervisor and review by

relevant management departments of SIAT, the materials such as photos are

submitted to the Department of Public Affairs and Finance and Assets for unified processing.

2. In case of loss of work card, the employee can fill out the Employee ID Card processing approval form, confirm it with the department, submit the relevant materials such as photos to the corresponding management department for verification, and apply for a replacement card at the Division of Card-making. The individual bears the cost of replacement, which is 50 yuan.

V. Management of Permissions and Employee ID Card Validity Periods

1. When employees and students apply for new cards upon joining, their respective departments will select the range of permissions to be opened based on actual work needs when submitting the application. After verification by the management department, the permissions will be granted

2. When employees and students apply for replacement cards due to loss of Employee ID Cards, they will select the range of permissions to be opened when submitting the application. After approval by the department and verification by the management department, the permissions will be granted.

3. Laboratory access permissions are applied for separately by employees and students based on the relevant access requirements of the public technology platform.

4. To standardize management, expiration dates are set for various types of Employee ID Cards. Permanent validity is set for full-time employees, while the validity period for part-time employees is set according to the duration of their employment contract. Temporary employees need to activate their Employee ID Cards at the Property Management Department every three months during the validity period of their labor contract. If their employment continues after the contract expires, they can renew their Employee ID Cards through the Department of Human Resources. After various types of employees leave their positions, the Department of Human Resources is responsible for providing departure information (temporary personnel departure information is provided by each department to the Department of Human Resources) to the property management unit for deleting access permissions, no less than once a month. Temporary students' Employee ID Card validity periods are set based on the declared study period upon enrollment. If they continue their studies, they can apply for renewal of Employee ID Cards. After various types of students leave SIAT, the Department of Education is responsible for providing departure information to the property management unit for deleting access permissions, no less than twice a month. After employees and students of resident enterprises leave their positions, the designated secretaries of the enterprises are responsible for providing departure information to the Public Finance Department, which then reports to the property management unit for deleting entry permissions, no less than once a month. Cardholders need to visit the Property Management Department for activation every three months. In case of special circumstances, the relevant management departments shall promptly notify the property management unit to delete all permissions.

VI. Processing and Collection Periods for Employee ID Cards

1. For employees and students applying for new cards, if the application materials are submitted before 4 p.m. on the same day, they can collect their cards from the respective management departments at 4 p.m. the next day. If the application materials are submitted after 4 p.m. on the same day, they can collect their cards from the respective management departments the day after.

2. For employees and students applying for replacement cards, if the application materials are submitted before 4 p.m. on the same day, they can collect their cards from the Property Management Department at 4 p.m. the next day. If the application materials are submitted after 4 p.m. on the same day, they can collect their cards from the Property Management Department the day after.