COLUMBUS CITY SCHOOLS

EMPLOYEE ID BADGE REFERENCE GUIDE

BUILDING ACCESS

Safety and Security oversees building access. For access issues, speak with the building Secretary, Administrator, or Department Supervisor and ask them to submit an access request through CCSDAS.

- The request for access requires the UID/card number. This is the black number on the back of the ID card. Not the CCS employee #.

- New hires: please wait 1 week after badge issuance before submitting a request through CCSDAS.

KRONOS TIME CLOCK

If your badge is consistently not registering successful punches at Kronos clocks, email kronos@columbus.k12.oh.us and note each of the 3 items below (please wait at least 2 business days after picking up your new badge before emailing):

- Your employee ID number

- The UID/Card # which is the black 6-digit number on the back of your employee badge which starts with "2"

- Whether you're receiving a red error message on the Kronos clock when trying to clock in/out

TO OBTAIN AN ID BADGE

The HR Talent Department prints and issues employee ID badges.
If you do not have an employee ID badge, make an appointment to visit our office using the link or QR code: https://www.signupgenius.com/go/904054AACAF29AAFB6-fingerprint#/
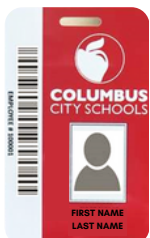
- New Hire Classified Employees and Substitutes will receive badges at orientation and do not need to make an appointment to visit 3700 South High Street.

- The HR Talent Department operates by appointment-only. Requesting a new badge will not fix access or time clock issues, please refer to the resolution options above.