

# PacificCard Faculty and Staff Information

## Sacramento Campus

It is highly recommended that every faculty and staff member at the University of the Pacific Sacramento Campus obtain a photo ID badge as a part of employment. The ID badge is used as official University identification, access to some buildings on campus-(including the Campus Library during the evening hours), Recreation Center access, and can be loaded with PacificCash for use in the Dining Services Department in both Sacramento and Stockton, as well as access to Printing on campus PacificPrint copiers/printers- either using a campus budget for work related printing or your personal PacificCash funds for personal printing

When hired, you may be taken to the Sacramento OneCard Office to have a badge issued. New staff are provided information to submit a personal photo on the web site for use on the ID card.

### How can I get a PacificCard if I do not have one?

Some Faculty or Staff may not have a PacificCard. To acquire one, please send an email requesting a card- (using your University issued email address), to [tvang@pacific.edu](mailto:tvang@pacific.edu) and/or [dlambertson@pacific.edu](mailto:dlambertson@pacific.edu) . Within a couple days you will receive an email from the Stockton Campus that will describe how you can submit a photo on the University Web site. Once the photo is approved for printing, the Sacramento Card Office will print your card and contact you to arrange to pick the card up on the Sacramento Campus. There is no charge for the initial card, however, if lost, stolen or damaged, there may be a minimal fee for an additional card.

### How do I acquire access to Sacramento Campus doors?

In the occasion that your employment requires access to certain doors, please send an email to your supervising Dean requesting card access to the door in question. Once approved and forwarded to [dlambertson@pacific.edu](mailto:dlambertson@pacific.edu) , access can be given. Note: Due to security issues, some campus doors have access restricted to specific campus populations.

### How do I set up my card to print Work Related Documents on PacificPrint Printers/Copiers?

If you cannot print on PacificPrint devices, notify your supervising Dean, who can arrange printing access with the IT department.

### How do I add value to my card for use in Dining Services?

The PacificCard has a self-managed fund called PacificCash where you deposit funds into your account and use these funds at campus Dining Facilities or Campus Printing Services. The monies in the PacificCash account are owned by you. Monies can be added to your card using the PacificCard App. Once you load the App to your mobile device, your PacificNetID can be used to Log in to the site where instructions allow you to add value to your Card. You will not receive a statement- however you may check your balance anytime by using the PacificCard App. Payroll deposits can be made to your PacificCash account by contacting the Payroll Office.

To Report a Lost or Stolen Card: You can suspend your card 24x7 using the PacificCard App and selecting the managing accounts section, where the card can be deactivated. Alternatively, you can send an email to [PacificCard@pacific.edu](mailto:PacificCard@pacific.edu) or call (209)946-2273.

To Replace a Lost, Stolen, or Damaged Card: Please send an email requesting a card-(using your University issued email address), to [tvang@pacific.edu](mailto:tvang@pacific.edu) and/or [dlambertson@pacific.edu](mailto:dlambertson@pacific.edu) . We will provide you with information how to acquire a new card.

For additional Information please contact David Lambertson at [dlambertson@pacific.edu](mailto:dlambertson@pacific.edu) .