



Aspirus Name Badges and Door Access Cards (Updated 1.14.2022)

All staff both employed and contracted should now have a new Aspirus name badge. For those working in former Ascension facilities, they should also keep their Ascension door access card.

Process for Requesting New or Replacement Door Access Cards:

Until the network integration project is complete, employees will need to use their legacy Ascension employee badge for door access. If needed for a new employee, at least two weeks prior to the start date, leader should send an email requesting a door access card for a recently integrated location. Please include the following information in your request: **employee name, location and door access requested**. Send to the following via email:

Rhineland and Tomahawk:

Ami.Porter@aspirus.org

Merrill and Stanley:

Leila.Greenwald@aspirus.org

Woodruff and Eagle River:

Sherry.Hansen-Kusay@aspirus.org

Stevens Point Area/Westwood/MedEvac Hanger:

Amy.Henke2@aspirus.org and
Jason.Wanta@aspirus.org

Upon receipt, facilities team will assign the door access and send the card via interoffice mail to the requesting leader at the location noted in the email.

Process for Requesting Aspirus Name Badges:

Central Region (Merrill):

Badges for New Employees: Employees who begin employment on site at Aspirus Wausau Hospital on Monday's, will complete the badge process as part of their orientation/onboarding schedule. Employees who begin this process virtually will complete the badge process with Human Resources on Tuesday's at Aspirus Wausau Hospital.

Replacement Badges: Employees who need a replacement badge should complete their request by emailing: HRCentralRegion-AspirusInc-BadgeRequests@aspirus.org and their badge will be sent to their leader.

North and South Region:

Following the guidelines outlined on page 2, obtain a picture of the employee, and submit to the email address below based upon your location. Please include the employee first name, last name and Aspirus location with the photo. Follow this same procedure for new hires. Once processed, new badges will be sent to leaders via interoffice mail within 5 business days of request.

Stevens Point Area

HR-SouthernRegion-OneStopShared@aspirus.org:

Rhineland/Tomahawk

HR-NorthernRegion@aspirus.org

Woodruff/Eagle River/Stanley

The following are the guidelines for submitting a photograph to be used for your new name badge. If a photo is submitted that is unusable, you will be contacted to resubmit using the proper guidelines.

Photo Basics:

1. Submit a color photo, taken in the last 6 months.
2. Have a clear image of your face. Do not use filters commonly used on social media.
3. Have someone else take your photo. No selfies.
4. Use a plain white or off-white background.

Pose and Expression

1. Have a neutral facial expression or a natural smile, with both eyes open.
2. Face the camera directly with your head centered in the frame and not tilted with a neutral expression or natural smile.

Attire

1. Taken in clothing normally worn on a daily basis.
2. Do not wear camouflage attire.
3. No head covering of any kind is allowed other than for religious purposes.
4. No headphones or wireless hands-free devices.
5. You can wear jewelry and keep your facial piercings as long as they do not hide your face.
6. Permanent tattoos are acceptable as well.
7. Do not wear glasses with tinted lenses.

Tips for Submitting your Photo (Resolution, Print Size, and Quality)

1. Submit a high-resolution photo that is not blurry, grainy, or pixelated.
2. The preferred size is 2" x 2" as all photo's will be reduced to 1" x 1" on the name badge.
3. Do not digitally change the photo.

EXAMPLE

