

Photo-uploading for Employee Cards (KUGcard)

1. On your personal information site, you will find the link “KUGcard Image Upload. This allows you to upload the photo for your employee card.

2. Click on “Durchsuchen” (=search) and choose a photo that you have saved on a drive (for example: H:\).

The photo must meet the following criteria:

Maximum data size: 500 KB
Data format: JPG, GIF, TIF, PNG

3. After you have chosen a photo, click on “Weiter” (= next).

4. If you want to use the chosen photo for your employee card, click on “Weiter”.

If you are not satisfied with this photo, then click on “Zurück” (= back) and choose another photo.

Assistance: If you do not already have a digital photo of yourself, photo stations are available for your use at the locations indicated below:

Graz: Human Resources Department = Personalservice (Leonhardstraße 15, Zi. 116)

Oberschützen: Sekretariat = Secretary’s Office (Fr. Fülöp, Fr. Funovits)