



EMPLOYEE PHOTO ID BADGE PROCESS

For new employees:

- During New Employee Orientation Week, Program Manager or Lead DSP will notify new employee to schedule a picture day within the NEO week.
- Program Manager/Lead DSP will meet new employee at work site to take the photo
- Program Manager/Lead DSP must follow Kencrest Photo ID Badge guidelines
- Program Manager/Lead DSP will use phone camera to take photo or a camera if available
- Program Manager/Lead DSP will send photo to IDBadge@kencrest.org
- Madeline will review the photo; if acceptable, badge will be process
 - If unacceptable, Madeline will contact Program Manager/Lead DSP and list reason. Program Manager/Lead DSP must resubmit a new photo
- Once badge is created, Madeline will mail badge to Program Manager/Lead DSP at their work site.
- Expected process time will be two weeks (due to Payroll assigning employee Id number)

For all other employees:

Employees in the Corporate Building:

- Employees can email IDBadge@kencrest.org to make an appointment to get their photos taken
- Madeline will arrange a date to take photos at the 960 on a particular day after receiving the request
- ID badges will be mailed to employees home address or delivered personally

Employees out in the field:

- Employees can email their request to IDBadge@kencrest.org.
- Madeline will send guidelines to employee to ensure photo meets our guidelines
- Employees can send their photo to IDBadge@kencrest.org
- If approved, Madeline will notify employee photo has been approved and will be process and mail to their home address within one week