



Employee Identification (ID) Cards

Instructions for New Hires

The Office of Human Resources Management (OHRM) is excited to introduce the new virtual process for obtaining Employee Identification (ID) cards for new hires. Please follow the instructions below.

New Hire Employee ID Process

1. New hires will submit their photo via the online onboarding portal **within two (2) working days after their start** date based on the guidelines outlined below.
2. The Employee ID card will be mailed via certified mail within one (1) week of the employee's start date to the address found in the human resources information system (SAP).
3. Until the new hire receives their County-issued Employee ID card, they should keep a copy of their offer letter, **and** a government issued photo ID to gain entry into County government buildings.

Employee ID Photo Guidelines

Employees must submit photos based on the following guidelines:

1. Photo must be in color with a white background
2. Facial expression should be neutral or a natural smile with both eyes open
3. Use a clear image with a full-face view
4. **Do not:**
 - use social media filters
 - wear sunglasses or hats
 - wear headphones or other wireless hands-free devices



Questions

Please contact the Employee Services and Labor Relations Division at OHRMRecords@co.pg.md.us if you have any questions related to the issuance of County Employee ID cards.