How To Obtain an ID Badge

Employee needs an ID badge

You are a new employee to SCS
→ Report to HR and a picture badge will be made for you prior to your first day
→ End of process

You have lost your ID Badge
→ Report your badge lost immediately to HR so badge can be deactivate
→ Replacement badge will be made for you at a cost of $5.00
→ Badge can be picked up at HR office by employee
→ End of process

You broke your ID badge
→ Bring broken ID badge to HR and replacement will be issued free of charge
→ End of process