

**Treasury Documentation****Subject:** New Employee Treasury ID Access, Obtain**For:** EMPLOYEE HANDBOOK**Also See:** BT-03062;  
ET-03037

<b>Identification</b>	PT-03166 Procedure
<b>Effective Date</b>	1-1-2006
<b>Replaces</b>	PT-03166 (10-1-2000)

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|-----------------------------|--|
| Human Resources<br>Division | 1. Provides supervisor with form DMB 624 SECURITY ACCESS RECORD..  |
| Supervisor                  | 2. Instructs new employee to report to Security Guard in lobby on first day of work.   |
| New Treasury<br>Employee    | <b>WHEN: First Day of Work</b>   |
| Security Guard              | 3. Reports to Security Guard in lobby.   |
| Security Guard              | 4. Requests a driver's license from new employee.  |
| Security Guard              | 5. Logs employee name, division/section/unit, supervisor's name and phone number, floor, temporary pass number, date issued and follow-up date on Visitor Log. |
| Security Guard              | 6. Calls employee's Supervisor to escort new employee to work area.  |
| Security Guard              | 7. Gives visitor pass to employee.   |
| Supervisor                  | 8. Comes to lobby to escort new employee to work area.   |
| Supervisor                  | 9. Has employee fill out DMB-624.  |
| Supervisor                  | 10. Signs DMB-624 and obtains authorized building signer's signature.  |
|                             | <b>WHEN: At Assigned Time</b>  |
|                             | 11. Sends or takes new employee to Department of Management and Budget (DMB) to have picture taken for ID card.  |
|                             | A. Gives completed DMB-624 to DMB representative.  |
|                             | <b>WHEN: Subsequently</b>  |
|                             | 10. Receives pictured ID card from DMB and makes copy for Human Resources Division to place in employee's file.  |
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<b>Identification</b>	PT-03166
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New Treasury  
Employee

**WHEN: Pictured ID or Access Card Is Received**

11. Returns visitor pass to Security Guard.

**End**