



Guidelines for People First Employee Photos

Format / Quality

- Desired photo resolution is 70 x 70. However, as long the photo is square, it will resize. If photos are not square, images may not look desirable once loaded.
- Photos must be either PNG or JPEG format and must be 2 MBs or smaller.
- Make sure photos are clear if zoomed in or out.
- Ensure spacing around headshot to allow for formatting changes, if needed.

Maintaining Photos

- Mass loads will be available for the initial load. After the initial load, agency human resource (HR) staff will be responsible for maintaining photos, but a mass load can be used for records greater than 100.
- Mass load photo file name must be structured as: Appointment ID or Login ID (either is okay).png or .jpeg (e.g., 223293.png).
- HR staff with a security role code of A, H, U, X and Y will be able to maintain photos for their employees.
- Photos must be professional, not personal:
 - Agencies will be responsible for communicating agency requirements for photos and for ensuring compliance.
 - Either use a professional photo of the employee or do not load anything. Do not load images such as landscapes, cartoon characters, emoji, etc. This photo feature is intended to be an employee's photo only and not for personal branding.

Accessing Photos

- The ability to see an employee's picture will be restricted to users who have existing access to view an employee's information; e.g., employee, manager, upper management, HR professionals, Inspector General staff, etc.
- Photos are copied across all of an employee's records (one photo for all employee IDs).
 - If a photo is updated on one record, it will update on ALL records (including inactive IDs).