

Human Capital Management: Step-by-Step Guide

Company Property-Managing Employee Assets

This guide describes the process for adding and updating assets for an employee on the Company Property page. This page is used to track capital assets as they are assigned to specific employees.

Note: If you do not have access to the Company Property page, request the CU Time Entry role from your security administrator. You must have access to the CUHR_COMPANY_PROPERTY_PRCSR permission list in HCM to access the page.

Before You Begin

Before assigning property, you should have the following information available:

- The employee's name and employee ID (Empl ID)
- The list of property to assign to the employee
- Additional department specific information for your assets such as the asset tag, description, etc.

Navigation tips:

HCM Community Users

Procedures in this guide begin from the HCM Community Users dashboard:

- 1. From the portal, click the **HCM** tile. The Employee Self Service dashboard appears.
- 2. Click Employee Self Service.
- 3. Click **HCM Community Users** to display the dashboard.

The NavBar displays options for accessing other systems. Through the NavBar, you can select CU Resources to access systems on the portal.

 \bigcirc The looking glass is called a look up and displays search results for you to select valid field values.

Assigning or Updating Company Property

To assign or update company property:

Go to the Company Property page.
(NavBar> Navigator> Workforce Administration> Job Information> Company Property)

		ଜ 🔍 🌲 🚦		1			
	NavBar: Navi	gator					
		Self Service	>				
	CU Resources	Manager Self Service	>				
	Recent Places	Workforce Administration	3	Workforce Administration			
		Benefits	>	CU Workforce Administration	>		
	My Favorites	Payroll for North America	>	Personal Information	>		
		Workforce Development	4	Job Information	>	Job Information	1
2	Navigator	Organizational Development	>	Global Assignments	>	Contract Administration	
				Workforce Reports	>	Review Job Information	
						Reports	
						Job Data	
				(5	Company Property	
						-m	

2. Enter search criteria and click Search. Searching by Empl ID is best.

Company Property							
Enter any information you have and click Search. Leave fields blank for a list of all values.							
Find an Existing Value							
Search Criteria							
Empl ID	begins with 🗸						
Name	begins with 🗸						
Last Name	begins with \checkmark						
Second Last Name	begins with \checkmark						
Alternate Character Name	begins with \checkmark						
Middle Name	begins with 🗸						
Case Sensitive							

3. Select the employee from the list of search results.

HCM Step-by-Step Guide | hcm_sbs_Company-Property-Managing-EE-Assets.docx
Revised: July 25, 2022 | Prepared by: Employee Services

HCM Step-by-Step Guide

4. Click the look up for **Property Code** and select the appropriate option.

Company Prope	erty						
			Person ID	-			
Property Assignme	ent				Personalize Find 🗾 🌉	First 🕢 1 of 1	膨 Last
*Property Code	Description	*Issue Date	Date Returned	Comment			
1	2	07/19/2022	Ħ			1.	+ -

- 5. In the Issue Date field, select or enter the date on which the asset was assigned.
- 6. In the **Comment** field, type any comments relevant to your department, such as asset tag number, description, etc.
- 7. If property is being returned, select or enter a date in the **Date Returned** field.
- 8. If more than one item is being assigned, click the plus button to add another line and enter the values for the additional item.
- 9. Click Save.
- **Note:** To see a list of assets assigned to employees in a specific department, you can run the query named CUES_HCM_COMPANY_PROPERTY. Refer to <u>Running Queries Step-by-Step Guide</u> for information about running queries in HCM.