University of Colorado
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EMPLOYEE SERVICES

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:

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.

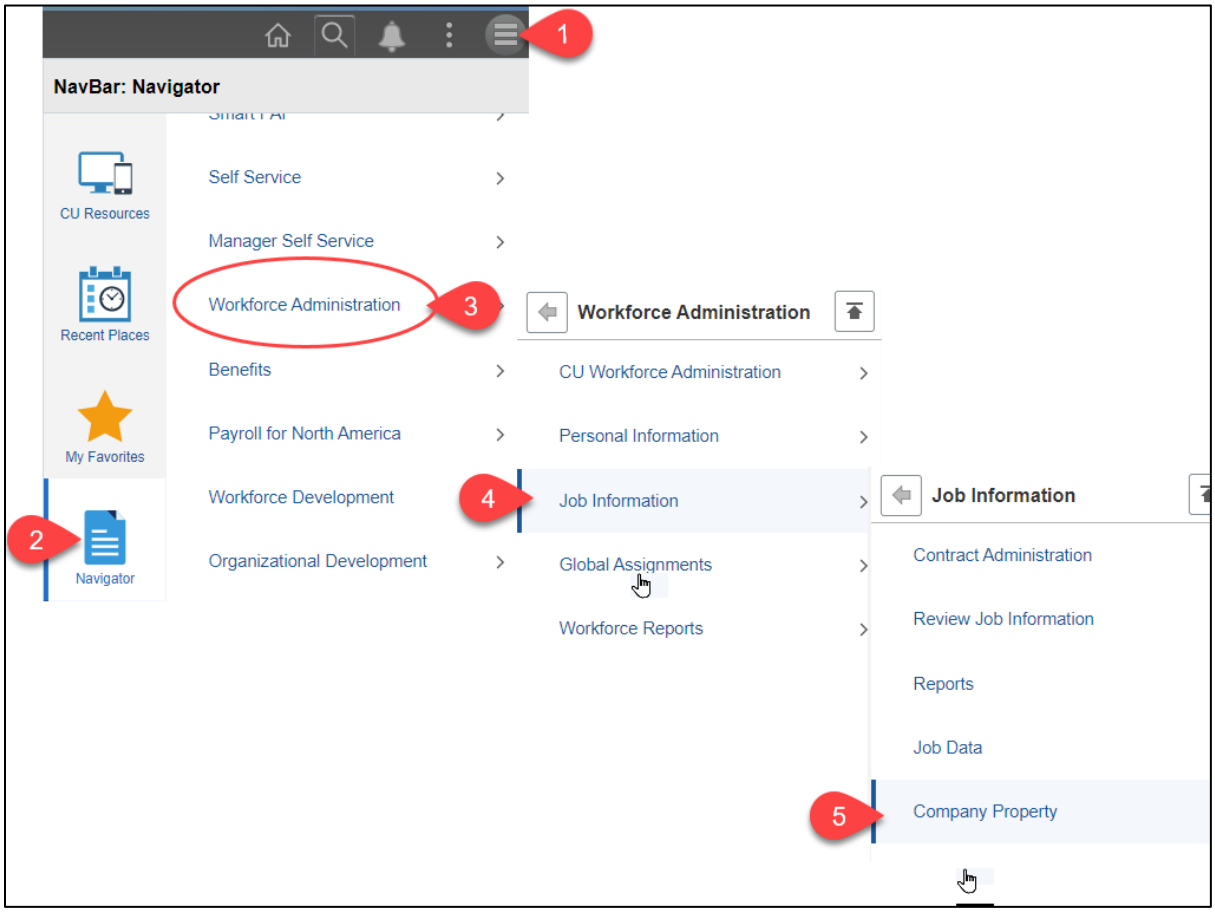
The NavBar displays options for accessing other systems. Through the NavBar, you can select CU Resources to access systems on the portal.

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

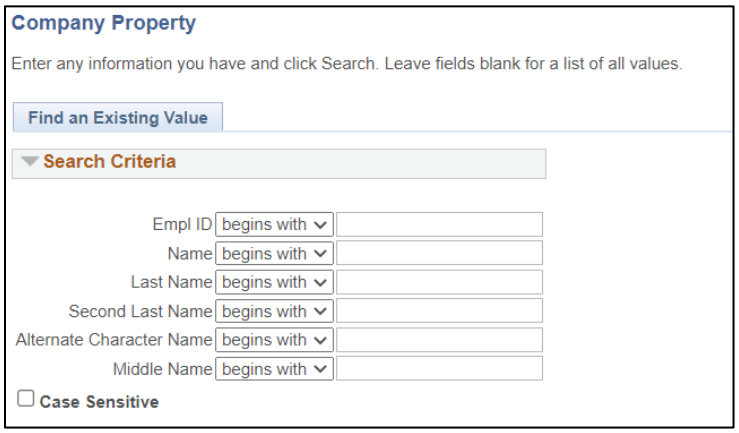
Assigning or Updating Company Property

To assign or update company property:

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



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



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

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

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 *Running Queries Step-by-Step Guide* for information about running queries in HCM.