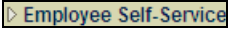

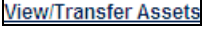

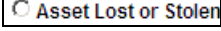
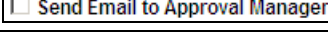
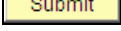
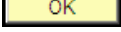



Employee Self Service (ESS)-Reporting Lost or Stolen

1.	Click the Employee Self- Service link. 
2.	Click the Assets link. 
3.	Click the View/Transfer Assets link. 
4.	Click the Transfer button. 
5.	Click the Asset Lost or Stolen option. 
6.	Enter the desired information into the Date Lost or Stolen field. Enter a valid value e.g. " 04/15/2009 ".
7.	Click the scrollbar.
8.	Enter the desired information into the Comments field. Enter a valid value e.g. " Laser printer stolen from my car at BBC while teaching. Police report filed an ".
9.	Click the Send Email to Approval Manager option. 
10.	Click the Submit button. 
11.	Click the OK button. 
12.	Click the Home link. 
13.	Congratulations. You have successfully completed reporting your lost or stolen asset. End of Procedure.