

**Florida International University
Employee Self Service - Business Process Procedures
Asset Management Module**

Process	<i>Employee Self Service – Viewing & Transferring An Asset</i>
Process Number	<i>Business Process Procedure</i>

Description of Process

For employees to view and initiate a request to transfer their asset/s to another department, project, location and or custodian. The employee's manager will then approve the transaction before it is routed to Property Control. This process will replace the paper process.

Input to Process

All Transactions which can be performed using the Employee Self Service

Output of Process

Service Level Agreement Required? (if yes, provide a brief description)

**Florida International University
Employee Self Service - Business Process Procedures
Asset Management Module**

Business Process Description

Process Description	Responsibility
<p style="text-align: center;"><u>What is an Asset?</u></p> <p><u>Definitions – Property:</u></p> <p>A. <u>Accountable Property</u> – Tangible, movable, personal property of a non consumable, non expendable nature, with a value of \$1000 or more and which has a normal expected life of one year or more.</p> <p>B. <u>"Attractive" Property</u> – Property, which has the characteristics of accountable property, but is less than \$1000 in value. These items include: VCRs, cameras, printers, monitors, etc. that by their nature are physically small in size and subject to conversion to personal use. Although such property may not be tagged or inventoried annually, departments should make every effort to safeguard this property. To maintain adequate property insurance coverage, each department must keep their own inventory list for items valued less than \$1000. This list is submitted yearly to the Office of Environmental Health & Safety.</p> <p>C. <u>Computers Software and Related Equipment</u> – Computer software programs valued \$1000 or more are listed in the property record with a special code. Computers and their associated hardware equipment, such as monitors, modems, disc drives, etc., are normally assigned tags which can be physically affixed to an exterior panel. However, there is a multiplicity of accessory hardware, such boards, chips, interfaces, modules, etc. that although having a physical form which cannot be individually tagged - are assigned a tag number and the tag is placed on the frame in which the board is installed and connected. Any computer related equipment with data storage (Hard Drives) must be cleansed before a transfer is completed. Departments must contact IT Security at (305) 348-0508 to schedule a time/date to have the data storage cleansed.</p> <p><u>Off Campus Use</u></p> <p>1. Property may be used off campus only if such use will further the Mission of the University. Such removal shall be authorized by the Department's Accountable Officer and an Off Campus Form shall be furnished to Property Control for accountability. Continuation of property off campus over one year requires approval from the accountable officer. Failure to renew off-campus form may result in permission for off campus use being revoked. Property Control shall be notified when off campus property is returned to campus.</p> <p>2. University personnel using state property off campus shall be informed as to the measures to be taken when an item in their custody is lost or stolen, otherwise they may be held personally liable (see statement on Off Campus Form). They may use their personal copy of the Off Campus form as their receipt of permission to remove property from campus. If property is lost or stolen:</p> <p>a. Notify the University's Public Safety Office or the appropriate law enforcement agency.</p> <p>b. The user of the property shall send a memorandum of the theft and a copy of the police report to the Accountable Officer charged with the property.</p> <p>c. The Department's Accountable Officer shall report the loss to Property Control, along with the copy of the police report, including the statement of the person sustaining the loss.</p>	<p>Budgetary Authority Officer</p> <p>&</p> <p>Employee</p>

**Florida International University
Employee Self Service - Business Process Procedures
Asset Management Module**

<p>EMPLOYEE: Step 1 – Sign on to Asset Management(People Soft): Navigation:</p>	Employee
<p>Step 2 – Access Employee Self-Service: Navigation: Employee Self-Service<Assets<View/Transfer Assets Assets assigned to the employee will be displayed.</p>	Employee
<p>Step 3 – Viewing Asset Detail ➤ Clicking on the “Asset”. Allows the employee to view the current Asset ID#, Asset Tag#, Serial #, Location, Department and Custodian. Or Step 3a- Viewing Asset Detail and Selecting Activity Type ➤ Click “Transfer” will allow the employee to view Asset ID#, Asset Tag#, Serial #, Location, Department and Custodian and select the “Activity Type” desired for the asset which is assigned. This combines Steps 3 & 4.</p>	Employee
<p>Step 4 – Employee Selects Asset/s to be transferred: ➤ Click on “Transfer”. This step allows the employee to select the “Activity Type” desired for the asset which is assigned.</p>	Employee
<p>Step 5 – Employee selects “Activity Type” Transfer Asset ➤ Enter Date of Transfer or use calendar ➤ Enter Location of Asset (example: PC 0205), then use the look- up glass to select Location from the list. ➤ Enter Department # of Asset (example: 111130101), then use the look-up glass to select Department # from list. ➤ Enter Employee Name (example: Smith, John), then use the look-up glass to select Employee Name from list. Or Asset Lost or Stolen ➤ Enter Date Lost or Stolen or use calendar (if Stolen then submit the Police Report to Property Control) Or Asset Not Assigned to Me ➤ Enter Date Reported or use calendar: ➤ Enter Comments: ➤ Select: Send Email to Approval Manager ➤ Submit</p>	

**Florida International University
Employee Self Service - Business Process Procedures
Asset Management Module**

Step 6 – View Status of Approval Process

- Click : "OK" on Submit Confirmation Page
- Click the Status link to view Status of asset transfer request

Employee

Process Flow Diagram (if appropriate):

APPROVAL

SIGNER	ROLE	DATE
	FIU	