HCM
Company Property

Tracking Assets Assigned to an Employee

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Delivered Configuration

Delivered User Entry

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 ∨	
Second Last Name	begins with ∨	
Alternate Character Name	begins with ∨	
Middle Name	begins with ∨	

☐ **Case Sensitive**

Company Property

Sharon Schryver   **Person ID** 170400

Property Assignment   Personalize | Find | ⧉ | 🔣   First ◀ **1-2 of 2** ▶ Last

	*Property Code	Description	*Issue Date	Date Returned	Serial Number		
1	MONITOR 🔍	Computer Monitor	03/01/2021 📅	03/01/2022 📅		➕	➖
2	LAPTOP 🔍	Laptop Computer	03/01/2022 📅	📅		➕	➖

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Suggested CU Configuration

Considerations
- Configuration is universal, not campus or department specific
- Configuration would occur at the system level

Suggested CU User Entry

To allow maximum flexibility, keep configuration general and add a comments field to the user entry page for tracking details

Property Assignment					Personalize | Find | 🔲 | 🖩	First ◀ 1 of 1 ▶ Last
	Property Code	**Description**	**Issue Date**	**Date Returned**	Comments
1					

Requirements for Implementation

- Customization Development
- Comprehensive list of Property Codes
- Security
    - User entry page is currently accessible to employees in the CU Campus HR and CU Student Employment roles
    - Identify role that would need access or create new role specific to the page
- Reporting
    - New report requests?
        - Example, report allowing departments to search active employees with company property

Dept ID	ID	Pay Status	HR Status	Prop Cd	Issue Date	Dt Returned
50119	250180	Active	Active	LAPTOP	03/08/2022	
50119	302011	Active	Active	LAPTOP	03/08/2022	

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