



# Company Property Administrator

## Student Guide



## Table of Contents

<b>MANAGING COMPANY PROPERTY .....</b>	<b>5</b>
WHY SHOULD I MANAGE COMPANY PROPERTY? .....	6
<i>Protect City's Investment</i> .....	6
<i>9/11 Impact</i> .....	6
<i>Emergency Preparedness</i> .....	6
ADDING COMPANY PROPERTY TO HRIS (NOT VEHICLES).....	7
<i>Determining Property Code</i> .....	7
<i>Adding New Company Property</i> .....	10
<i>Exercise for Practice!</i> .....	13
ADDING VEHICLES TO HRIS .....	14
<i>Adding New Vehicles</i> .....	14
<i>Exercise for Practice!</i> .....	17
<i>Determining Property Code for Vehicles</i> .....	18
<i>Adding New Company Property</i> .....	20
<i>Exercise for Practice!</i> .....	23
ASSIGNING COMPANY PROPERTY .....	24
<i>Assigning Company Property to Employees</i> .....	24
<i>Exercise for Practice!</i> .....	26
COMPANY PROPERTY MANAGEMENT REPORT .....	27
<i>Running the Company Property Summary Report</i> .....	27
<i>Exercise for Practice!</i> .....	29
UPDATING COMPANY PROPERTY DETAILS .....	30
<i>Updating or Inactivating Company Property</i> .....	30
WRAP-UP .....	32
<b>APPENDIX A – DEPARTMENT CODES .....</b>	<b>33</b>



# Managing Company Property

## Course Objectives

Upon completion of this course, you will be able to:

- Understand the benefits of managing company property for your department and for the City
- Add new company property including vehicles in HRIS
- Update or retire existing company property items in HRIS
- Assign and track company property items
- Run management reports for monitoring property assignments

## Why should I manage company property?

### Protect City's Investment

City departments spend a significant portion of their annual budget on equipment used to support City services for its citizens. Additionally, the City spends considerable dollars on office equipment and other tools required for employees to complete their jobs and to enhance the employee's overall productivity. As a result, it is critical that the City effectively manage those resources to minimize the financial burden to its citizens.

For example, cellular phones and computer laptops have enabled many employees to be more responsive and effective performing their job responsibilities. Devices like these allow employees to be more mobile and less reliant on their physical office. No longer do they have to spend hours completing paper reports at their desk when all information can be recorded, processed and filed from nearly any location.

### 9/11 Impact

Additionally, access to some City facilities has become much more secured since 9/11. Employees may be required to carry an electronic badge to gain access to their work environment. As a result, it is imperative that the City manages these electronic badges as employees transfer between positions within the City or as they leave employment with the City. It is not uncommon for employees to voluntarily or involuntarily leave the City without their supervisor or administrative staff recovering City-owned property such as security access badges and keys. This type of property loss can result in replacement costs for the City and a potential security breach.

### Emergency Preparedness

Finally, and maybe most importantly, the City of Minneapolis needs to be positioned to effectively respond to any local or national emergency. The City is currently developing detailed plans for mobilizing teams to respond to various emergencies. These teams must be equipped with the appropriate skills, equipment, tools, etc. Department administrators and managers can leverage HRIS to track and manage property assumed to be useful in responding to such an emergency.

## Adding Company Property to HRIS (not Vehicles)

Administrators within City departments will be trained and given HRIS security access to add new City-owned property. Specifically, it is critical that all property assumed to be potentially used in responding to a local or national emergency be recorded in HRIS. This will allow the City’s emergency response team to mobilize rapidly and insure teams that are properly equipped to respond.

Due to the high cost to purchase or lease City vehicles, HRIS requires an additional step for tracking these City assets. Adding vehicles will be addressed in a later section.

### Determining Property Code

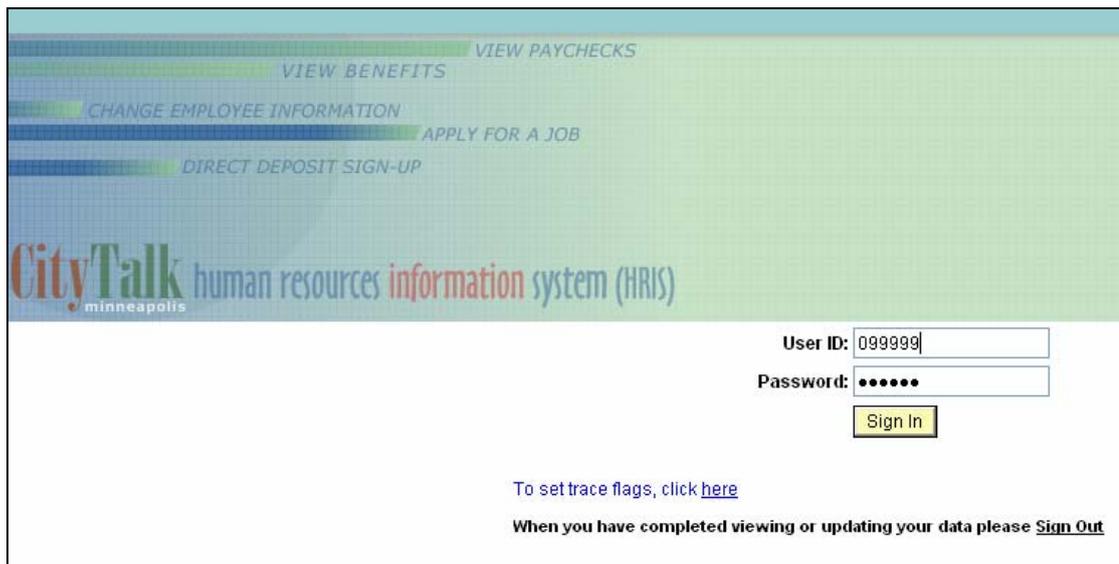
All new property entered in HRIS must be assigned a unique Property Code value. This value is a system required value. The Property Code must be a 10 digit number beginning with your department ID number and followed by a sequential number. In the example below, the first item entered for Regulatory Services was 8350000001. The next item would be 8350000002, then 8350000003, etc.

Before you enter any new property in HRIS, you must first determine the next number available. To do this, you run the Company Property management report.

- 1) Go to CityTalk
- 2) Click on the HRIS link.



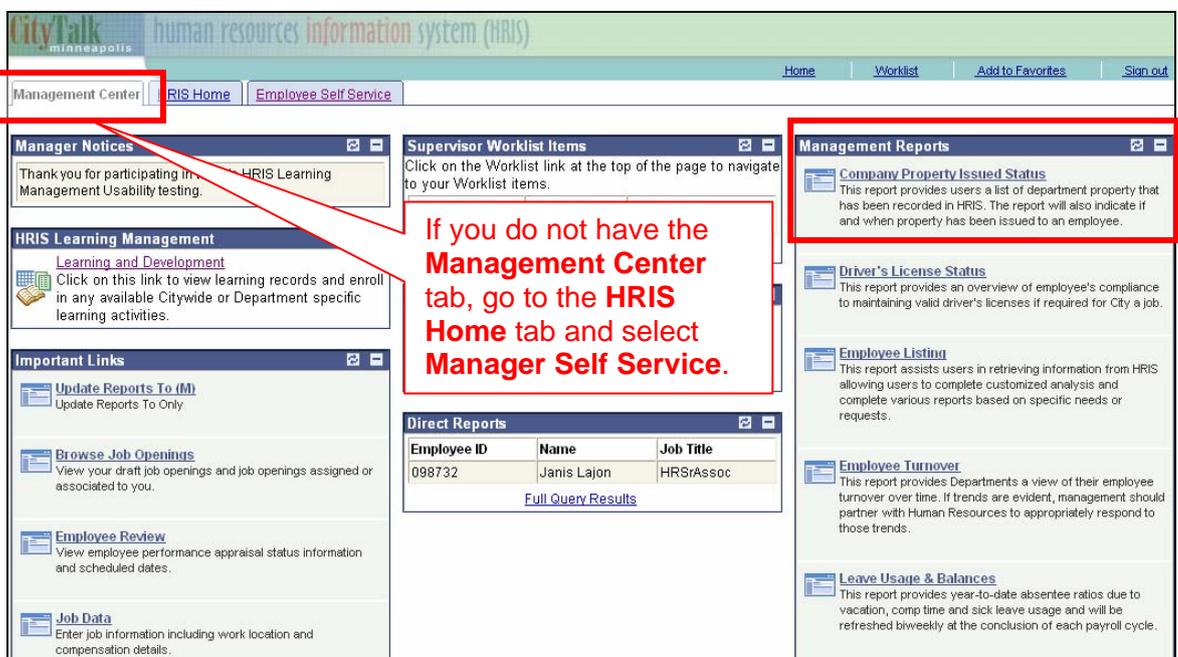
3) Log in to HRIS.



4) Access the Management Center page by clicking on the **Management Center** tab.

**NOTE:** If you do not have the Management Center tab, go to the **HRIS Home** tab and click on **Manager Self Service**.

5) Under Management Reports, click on the [Company Property Issued Status](#) link.



6) Select your Department from the drop down list.

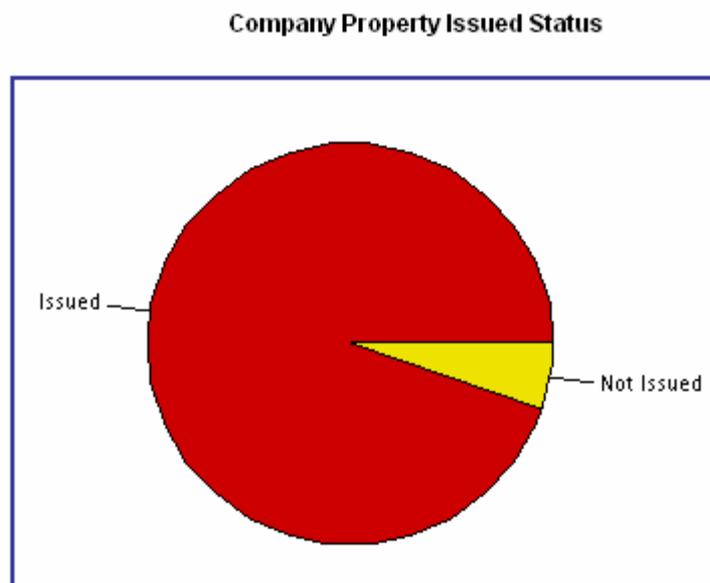
Department   [Management Reporting Org Chart](#)  
[City-wide Comparatives](#)

**Company Property Issued Status**

This report provides an overview of City owned property. All property recorded in HRIS as "active" will be shown on this report. For property that is currently issued to a City employee and has not yet been returned, the report will indicate who the property was issued to and when. Keep in mind that property may be issued to employees who have since transferred to another departments or who have left the City.

7) Click the Generate button (  ).

The following pie chart and results will appear:



8) Click on the HRIS Property ID heading to sort the items by the Property Code. Click once to sort in ascending order, and again to sort in descending order.

9) Determine the next HRIS Property ID number available.

This report provides an overview of City owned property. All property recorded in HRIS as "active" will be shown on this report. For property that is currently issued to a City employee and has not yet been returned, the report will indicate who the property was issued to and when. Keep in mind that property may be issued to employees who have since transferred to another departments or who have left the City.

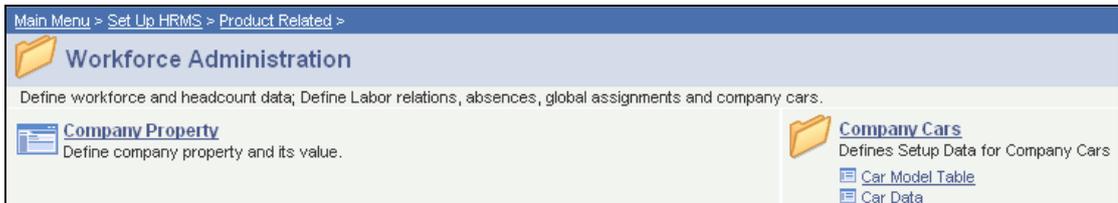
Property Owner	Category	Property Description	Manufacturer Make	Manufacturer Model	Serial#/VIN/CarID	Asset#/Repl	HRIS Property ID	Emergency	Date Issued	Employee Name	Empl to	Empl Status	Employee Department	Job Title
1 Regulatory Services	Vehicle	Test Vehicle	Chevrolet	2500HD Crew	1GCHC23U81F178564	003135	8350000716	N	2007-06-07	Payton, Barbara (EIP Test) Ann	066428	Active	Human Resources Department	HR Senior Consultant-C
2 Regulatory Services	Office Equipment	Mounting Ring Equipment for 12" Pipe	Unknown				8350000715	Y	2007-04-02	Kennedy, Stephen R	064276	Active	Regulatory Services	Env Emergency Prep Coord-C
3 Regulatory Services	Office Equipment	Mounting Ring Equipment for 12" Pipe	Unknown				8350000714	Y	2007-04-02	Kennedy, Stephen R	064276	Active	Regulatory Services	Env Emergency Prep Coord-C
4 Regulatory Services	Office Equipment	Mounting Ring Equipment for 10" Pipe	Unknown				8350000713	Y	2007-04-02	Kennedy, Stephen R	064276	Active	Regulatory Services	Env Emergency Prep Coord-C

## Adding New Company Property

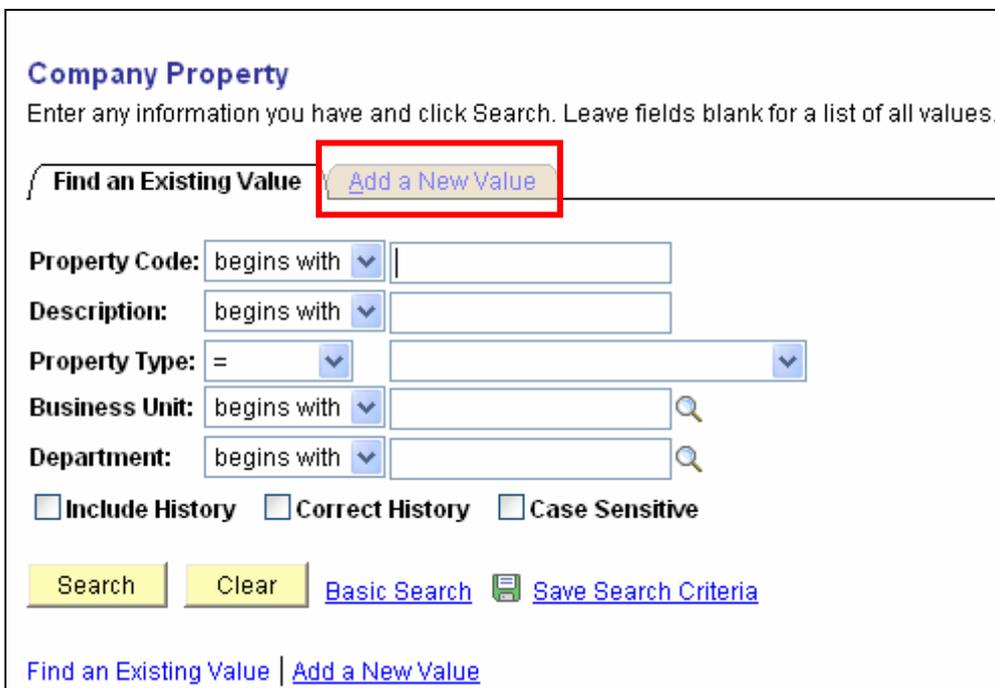
- 1) Access the HRIS Home page by clicking on the **HRIS Home** tab.



- 2) Navigate to **Set Up HRMS > Product Related > Workforce Administration > Company Property**



- 3) Click on the **Add a New Value** tab.



**Company Property**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

**Property Code:** begins with [v] [text box]  
**Description:** begins with [v] [text box]  
**Property Type:** = [v] [text box] [v]  
**Business Unit:** begins with [v] [text box] [magnifying glass]  
**Department:** begins with [v] [text box] [magnifying glass]

Include History    Correct History    Case Sensitive

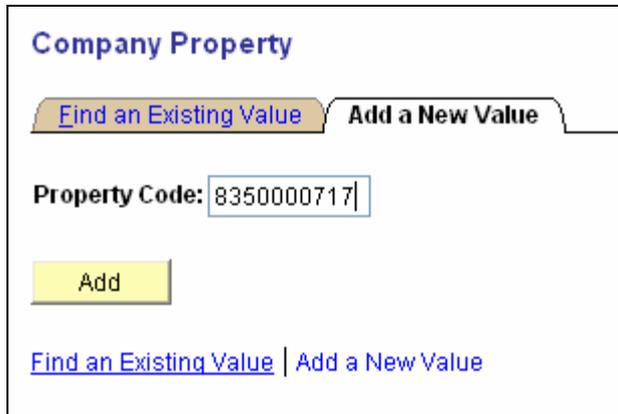
     [Basic Search](#)    [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

- 4) Enter the unique Property Code value.

**NOTE:** The Property Code must be a 10 digit number beginning with your department ID number. See **Appendix A** for a list of the Department Codes.

- 5) Click the Add button (  ).



**Company Property**

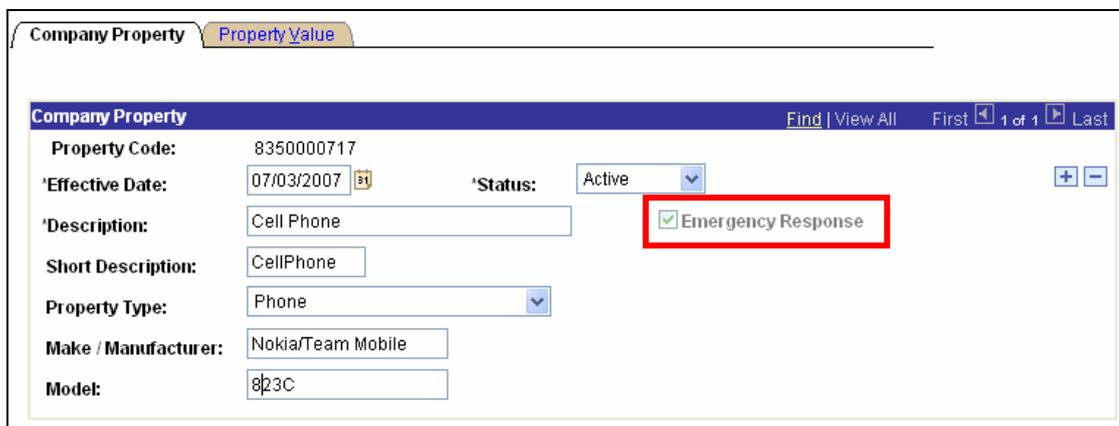
[Find an Existing Value](#) **Add a New Value**

Property Code:

[Find an Existing Value](#) | [Add a New Value](#)

- 6) Enter the Company Property fields.

**NOTE:** If the item can be used in responding to a local or national emergency, make sure you check the **Emergency Response** box.



Company Property **Property Value**

**Company Property** Find | View All First 1 of 1 Last

Property Code: 8350000717

Effective Date:  Status: Active

Description:   Emergency Response

Short Description:

Property Type:

Make / Manufacturer:

Model:

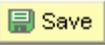
<b>Effective Date</b>	Enter the date your department put the item into service
<b>Description</b>	Provide a brief description or title of the property item
<b>Emergency Response</b>	Check box if this property item can be used in responding to a local or national emergency
<b>Property Type</b>	Select the type that best categorizes the property item.
<b>Make / Manufacturer</b>	Enter the manufacturer or brand name
<b>Model</b>	Enter the identifiable model number or name of the item; this is not the serial number
<b>Short Description</b>	System will default this field using the first 10 characters of the Description field

4) Click on the **Property Value** tab.

5) Enter the Property Value fields.

<b>Business Unit</b>	System will default to 'MPLMN'
<b>Dept Id (Issued To)</b>	Enter the appropriate Department Id from the list
<b>NOTE:</b> The Dept Id field controls security and, if entered incorrectly, may prevent you from viewing or updating this data or assigning it to an employee. Contact your HRIS Administrator if you are not able to access your own company property.	

<b>Serial Number</b>	Enter the identifiable serial number for the specific property item.
<b>NOTE:</b> <i>The Serial Number will prevent an item from being assigned to more than one individual at the same time. Leave the Serial Number blank if the item entered represents a grouping of items (e.g., 100 fit masks – all sizes).</i>	
<b>Asset Number</b>	Enter the identifiable asset number; this is usually assigned by your department or another City department.

6) Click the Save button ( Save).



## Exercise for Practice!

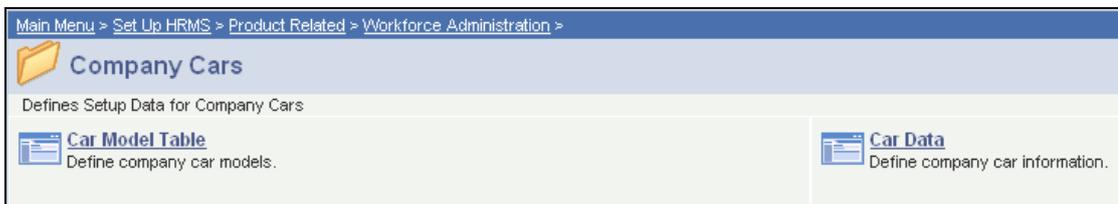
Your supervisor has indicated that your department just purchased a new bomb squad kit for \$800 and has asked that you record this in HRIS. The bomb squad kit is made by a company named Jensen with serial number XXX-123. (NOTE: Replace XXX with your initials.)

## Adding Vehicles to HRIS

### Adding New Vehicles

Due to the high purchase cost and lease expense of City-owned vehicles, HRIS requires an additional step for tracking these City assets. This step is ONLY required for vehicles.

- 1) Access the HRIS Home page by clicking on the **HRIS Home** tab.
- 2) Navigate to **Set Up HRMS > Product Related > Workforce Administration > Company Cars > Car Data**



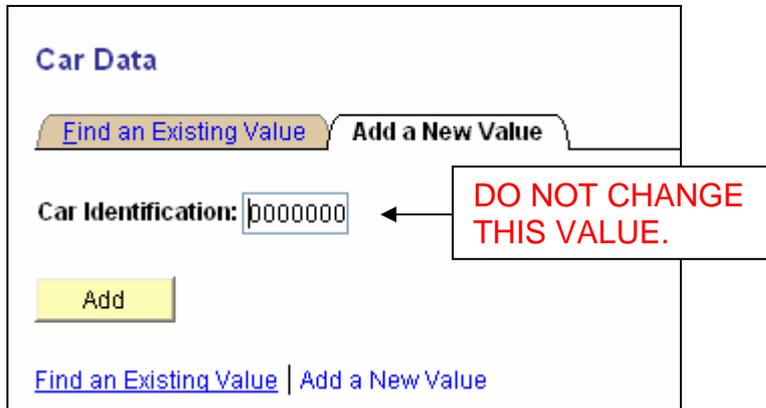
- 3) Click on the **Add a New Value** tab.

The screenshot shows the 'Car Data' search form. The 'Add a New Value' button is highlighted with a red box. The form includes the following fields and options:

- Find an Existing Value** | **Add a New Value**
- Car Identification:** begins with [dropdown] [input field]
- Registration Number:** begins with [dropdown] [input field]
- Vehicle Identification Number:** begins with [dropdown] [input field]
- Manufacturer:** = [dropdown] [input field]
- Model Description:** begins with [dropdown] [input field] [magnifying glass icon]
- Include History**    **Correct History**    **Case Sensitive**
- Search**   **Clear**   [Basic Search](#)   [Save Search Criteria](#)
- [Find an Existing Value](#) | [Add a New Value](#)

**NOTE:** The Car Identification field value will auto-fill with all zeros. DO NOT change this value. The system will automatically assign the next number after you enter the required fields and save.

- 4) Click on the Add button (  ).



The screenshot shows a web form titled "Car Data". At the top, there are two tabs: "Find an Existing Value" (selected) and "Add a New Value". Below the tabs, the "Car Identification" field is populated with "0000000". A red callout box with a black border and an arrow pointing to the field contains the text "DO NOT CHANGE THIS VALUE." in red. Below the field is a yellow "Add" button. At the bottom of the form, there are two links: "Find an Existing Value" and "Add a New Value".

- 5) Enter the Car Details.

<b>Effective Date</b>	Enter the date your department put the vehicle into service
<b>Status</b>	System will default to "Active" as it is a new car profile
<b>Make</b>	Select the manufacturer or make of the vehicle
<b>Model</b>	Select the model of the vehicle
<b>NOTE:</b> If you do not find the model needed, contact your HRIS Administrator to add the model	
<b>Registration No</b>	Enter the registration number (All vehicles must be registered with the MN Department of Motor Vehicles; enter the number issued by the State)
<b>VIN</b>	Enter the vehicle identification number for the vehicle; this is similar to a serial number for non-vehicles
<b>Registration Date</b>	Enter the date the vehicle was registered with the State
<b>Color</b>	Select the color of the vehicle

<b>Provision Method</b>	Indicate if the vehicle was purchased or is leased
<b>Cost</b>	Enter the vehicle's purchase or lease cost
<b>Currency Code</b>	System defaults to USD (U.S. Dollar) and should NOT be changed
<b>Management Location</b>	The City is currently not using this field
<b>Country/State</b>	Enter USA
<b>State</b>	Enter MN
<b>Accessories</b>	The City is currently not using this feature

**Car Profile**

Car ID: 0000000

**Car Profile** Find | View All First 1 of 1 Last

**Car Details**

'Effective Date: 07/03/2007 'Status: Active

Registration No.: VIN:

'Make: Model:

Registration Date: Color:

Provision Method: Cost: Currency Code: USD

Management Location: Leave field blank.

Country: USA United States

State:

**Accessories**

'Description Cost Installed

The City is currently not using the Accessories feature.

Save Add Update/Display Include History Correct History

6) Click on the Save button (  ).



## Exercise for Practice!

On May 1<sup>st</sup>, your Department Head has provided you the following details of the leased vehicle that was provided to them as part of their employment contract with the City:

2007 Black Ford F250 registered with the State of MN on 4/22/07 with a VIN of XXX0123456789. (NOTE: Replace XXX with your initials.)

## Determining Property Code for Vehicles

Just like other types of property, vehicles must be recorded as company property.

As you recall, all new property entered in HRIS must be assigned a unique Property Code value. This value is a system required value. The Property Code must be a 10 digit number beginning with your department ID number and followed by a sequential number.

Before you enter any new property in HRIS, you must first determine the next number available. To do this, you run the Company Property management report.

- 1) Access the Management Center page by clicking on the **Management Center** tab.

**NOTE:** If you do not have the Management Center tab, go to the **HRIS Home** tab and click on **Manager Self Service**.

- 2) Under Management Reports, click on the [Company Property Issued Status](#) link.

The screenshot shows the CityTalk HRIS Management Center interface. The 'Management Center' tab is highlighted with a red box. A red callout box points to the 'Management Center' tab with the text: "If you do not have the Management Center tab, go to the HRIS Home tab and select Manager Self Service." The 'Management Reports' section is also highlighted with a red box, showing the 'Company Property Issued Status' report.

**Management Center** | HRIS Home | Employee Self Service

**Management Reports**

- Company Property Issued Status**  
This report provides users a list of department property that has been recorded in HRIS. The report will also indicate if and when property has been issued to an employee.
- Driver's License Status**  
This report provides an overview of employee's compliance to maintaining valid driver's licenses if required for City a job.
- Employee Listing**  
This report assists users in retrieving information from HRIS allowing users to complete customized analysis and complete various reports based on specific needs or requests.
- Employee Turnover**  
This report provides Departments a view of their employee turnover over time. If trends are evident, management should partner with Human Resources to appropriately respond to those trends.
- Leave Usage & Balances**  
This report provides year-to-date absentee ratios due to vacation, comp time and sick leave usage and will be refreshed biweekly at the conclusion of each payroll cycle.

Employee ID	Name	Job Title
098732	Janis Lajon	HRStrAssoc

3) Select your Department from the drop down list.

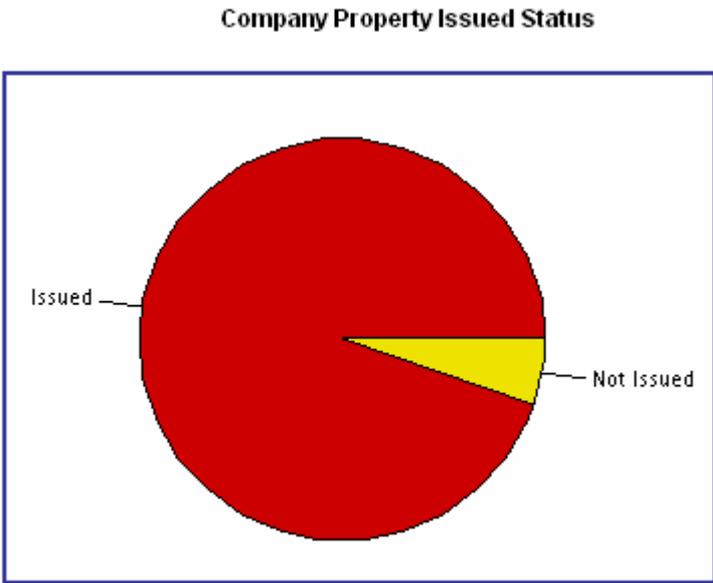
Department   [Management Reporting Org Chart](#)  
[City-wide Comparatives](#)

**Company Property Issued Status**

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4) Click the Generate button (  ).

The following pie chart and results will appear:



5) Click on the HRIS Property ID heading to sort the items by the Property Code. Click once to sort in ascending order, and again to sort in descending order.

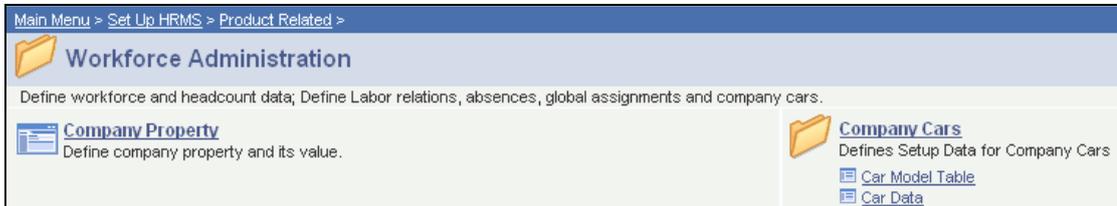
6) Determine the next HRIS Property ID number available.

This report provides an overview of City owned property. All property recorded in HRIS as "active" will be shown on this report. For property that is currently issued to a City employee and has not yet been returned, the report will indicate who the property was issued to and when. Keep in mind that property may be issued to employees who have since transferred to another departments or who have left the City.

Property Owner	Category	Property Description	Manufacturer Make	Manufacturer Model	Serial#/VIN/CarID	Asset#	HRIS Property ID	Emergency	Date Issued	Employee Name	Empl Id	Empl Status	Employee Department	Job Title	
1	Regulatory Services	Vehicle	Test Vehicle	Chevrolet	2500HD Crew	1GCHC23U81F178564	003135	8350000716	N	2007-06-07	Payton, Barbara (EIP Test) Ann	066428	Active	Human Resources Department	HR Senior Consultant-C
2	Regulatory Services	Office Equipment	Mounting Ring for 12" Pipe	Unknown			8350000715	Y	2007-04-02	Kennedy, Stephen R	064276	Active	Regulatory Services	Env Emergency Prep Coord-C	
3	Regulatory Services	Office Equipment	Mounting Ring for 12" Pipe	Unknown			8350000714	Y	2007-04-02	Kennedy, Stephen R	064276	Active	Regulatory Services	Env Emergency Prep Coord-C	
4	Regulatory Services	Office Equipment	Mounting Ring for 10" Pipe	Unknown			8350000713	Y	2007-04-02	Kennedy, Stephen R	064276	Active	Regulatory Services	Env Emergency Prep Coord-C	

## Adding New Company Property (Vehicle)

- 1) Access the HRIS Home page by clicking on the **HRIS Home** tab.
- 2) Navigate to **Set Up HRMS > Product Related > Workforce Administration > Company Property**

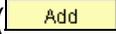


- 3) Click on the **Add a New Value** tab.

The screenshot shows the 'Company Property' search and add interface. The title is 'Company Property' and the instruction is 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red box. Below the tabs are several search criteria fields: 'Property Code' (dropdown: 'begins with', text input), 'Description' (dropdown: 'begins with', text input), 'Property Type' (dropdown: '=', dropdown), 'Business Unit' (dropdown: 'begins with', text input with search icon), and 'Department' (dropdown: 'begins with', text input with search icon). There are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom, there are buttons for 'Search' and 'Clear', and links for 'Basic Search' and 'Save Search Criteria'. At the very bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

4) Enter the unique Property Code value.

**NOTE:** The Property Code must be a 10 digit number beginning with your department ID number. See **Appendix A** for a list of the Department Codes.

5) Click the Add button (  ).

6) Enter the Company Property fields.

<b>Effective Date</b>	Enter the date your department put the item into service
<b>Description</b>	Provide a brief description or title of the property item
<b>Emergency Response</b>	Check box if this property item can be used in responding to a local or national emergency
<b>Property Type</b>	Select 'Vehicle' from the drop down list
<b>Make / Manufacturer</b>	Enter the manufacturer or brand name
<b>Model</b>	Enter the identifiable model number or name of the item; this is not the serial number
<b>Short Description</b>	System will default this field using the first 10 characters of the Description field

- 7) Select 'Vehicle' from the **Property Type** drop down box. This will trigger the **Car Identification** box to appear on the screen.

The screenshot shows the 'Company Property' form with the 'Property Value' tab selected. The 'Property Type' dropdown is set to 'Vehicle'. Below this, the 'Car Identification' section is highlighted with a red box. This section contains the following fields: 'Car Identification' (with a search icon), 'Make/Model', 'Registration Number', 'Color', and 'VIN'.

- 8) Click on the search icon (🔍) next to the Car Identification field to look up the number assigned to the vehicle.
- 9) Select the vehicle. The system will populate the vehicle details (make, model, registration number and color).
- 10) Click on the **Property Value** tab.

The screenshot shows the 'Property Value' form with the 'Property Value' tab selected and highlighted with a red box. The form displays the following fields: 'Business Unit' (MPLMN), 'Dept Id (Issued To)', 'Serial Number', and 'Asset Number'. The 'Business Unit' field is populated with 'MPLMN' and has a search icon next to it.

- 7) Enter the Property Value fields.

<b>Business Unit</b>	System will default to 'MPLMN'
<b>Dept Id (Issued To)</b>	Enter the appropriate Department Id from the list
<b>NOTE:</b> The Dept Id field controls security and, if entered incorrectly, may prevent you from viewing or updating this data or assigning it to an employee. Contact your HRIS Administrator if you are not able to access your own company property.	

<b>Serial Number</b>	Leave field blank as the vehicle's VIN number serves the purpose
<b>Asset Number</b>	The City is currently not using this field for vehicles

8) Click the **Save** button ()



## Exercise for Practice!

Continue the previous exercise to complete the entry of the 2007 Ford F250 leased for your Department Head.

## Assigning Company Property

City-owned property is frequently assigned on a long-term basis to employees to support their jobs. It is important to record this in HRIS to help departments manage the location of this property and to retrieve it when the employee no longer needs it for their job.

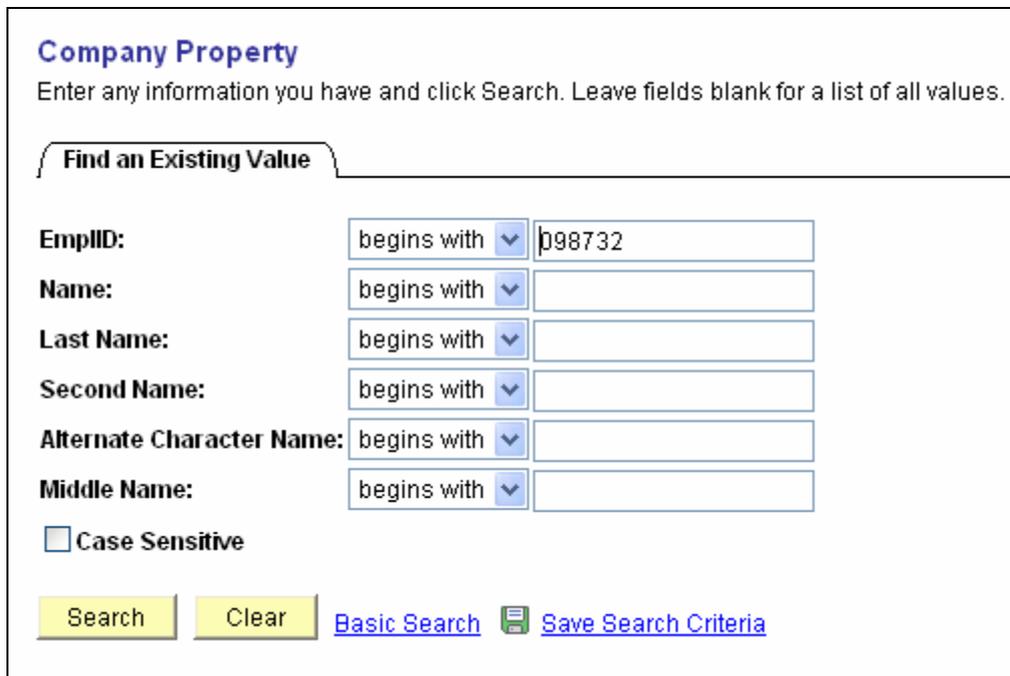
### Assigning Company Property to Employees

**IMPORTANT:** You can only assign property items to employees in HRIS if the items have been added in HRIS (see *Adding Company Property* – page 7).

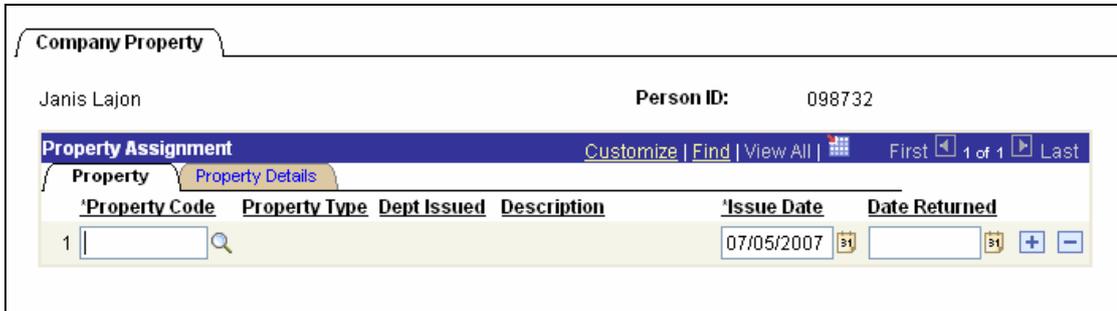
- 1) Access the HRIS Home page by clicking on the **HRIS Home** tab.
- 2) Navigate to **Workforce Administration > Job Information > Company Property**.



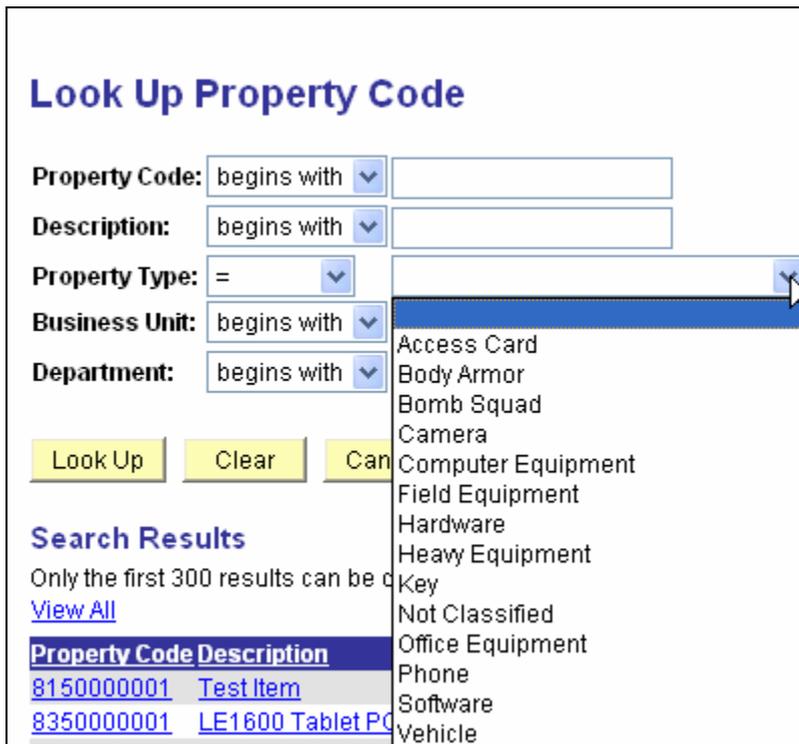
- 3) Enter the Employee ID number and click the Search () button.

A screenshot of the 'Company Property' search form. The title is 'Company Property' and the instruction is 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a tab labeled 'Find an Existing Value'. Below this, there are several input fields, each with a 'begins with' dropdown menu and a text input box. The 'EmpID:' field has 'p98732' entered. The other fields are empty. Below the input fields is a 'Case Sensitive' checkbox, which is unchecked. At the bottom, there are 'Search' and 'Clear' buttons, and two links: 'Basic Search' and 'Save Search Criteria'.

- 4) If an employee has an existing company property assigned to them, make sure to click on the **+** to insert a new row for the employee to record a new piece of property that they have been assigned. You want to ensure that you enter the new company property assignment on an empty row as shown below.
- 5) Click on the search icon (🔍) to find the specific **Property Code**.



**NOTE:** If there more than 300 items available, you can narrow the search results by entering the Property Type or Description and clicking the **Look Up** (Look Up) button.



- 6) Select the assigned property.
- 7) The system will display details of the property item. Click on the **Property Details** tab to confirm you have selected the proper item to be assigned.

Company Property

Janis Lajon Person ID: 098732

**Property Assignment** Customize | Find | View All | First 1 of 1 Last

Property Property Details

	Property Code	Property Type	Dept Issued	Description	Issue Date	Date Returned
1	8350000022	Comptr Equ	MPLS835	Laptop Aircard	07/05/2007	

- 8) Return to the **Property** tab and enter the date the property was assigned to the employee in the **Issue Date** field.

Company Property

Janis Lajon Person ID: 098732

**Property Assignment** Customize | Find | View All | First 1 of 1 Last

Property Property Details

	Property Code	Property Type	Dept Issued	Description	Issue Date	Date Returned
1	8350000022	Comptr Equ	MPLS835	Laptop Aircard	07/05/2007	

- 9) Click the **Save** button (  ).

**NOTE:** When an employee leaves the department or the City altogether, the property should be retrieved and HRIS updated to indicate the date the item was returned in the **Returned Date** field. Also, any item that is no longer being used that has been returned should be recorded by updating the **Returned Date** field.



## Exercise for Practice!

Assign the bomb squad kit from your first exercise to an employee in your department with an issue date of today.

## Company Property Management Report

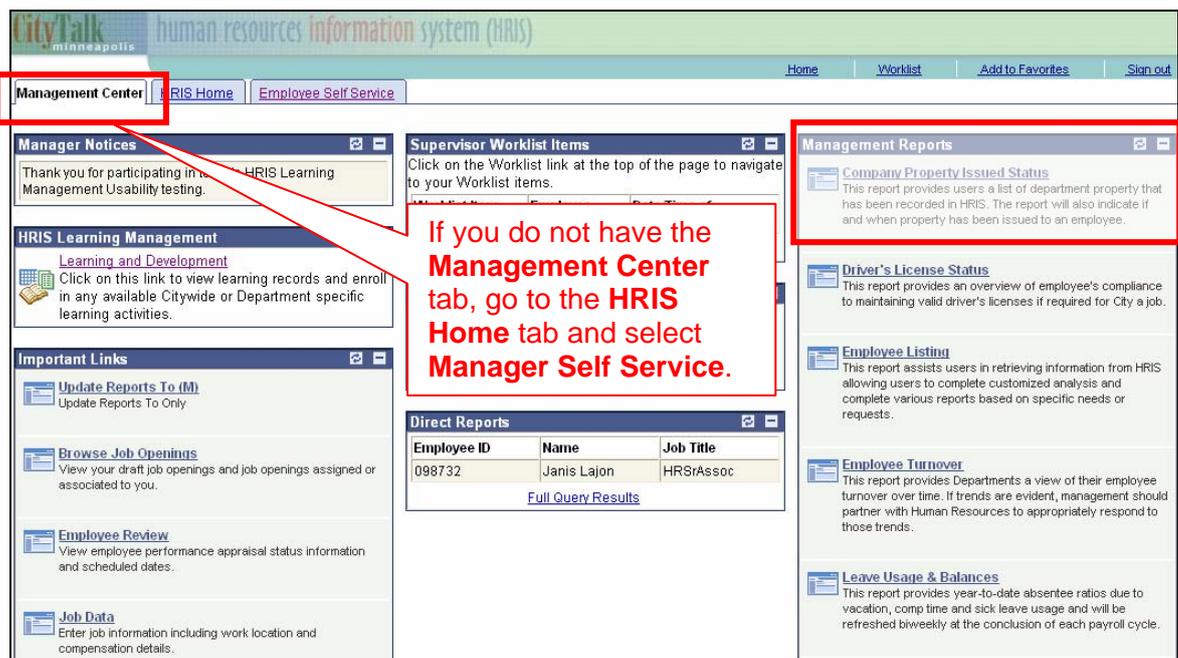
A new management report was designed specifically for department managers and administrators to monitor the assignment and status of company property. This is important if employees have left the department and have possession of property or if the City needs to quickly mobilize a team with possession of certain equipment.

### Running the Company Property Summary Report

- 1) Access the Management Center page by clicking on the **Management Center** tab.

**NOTE:** If you do not have the Management Center tab, go to the **HRIS Home** tab and click on **Manager Self Service**.

- 2) Under Management Reports, click on the [Company Property Issued Status](#) link.



- 3) Select your Department from the drop down list

Department   [Management Reporting Org Chart](#)  
[City-wide Comparatives](#)

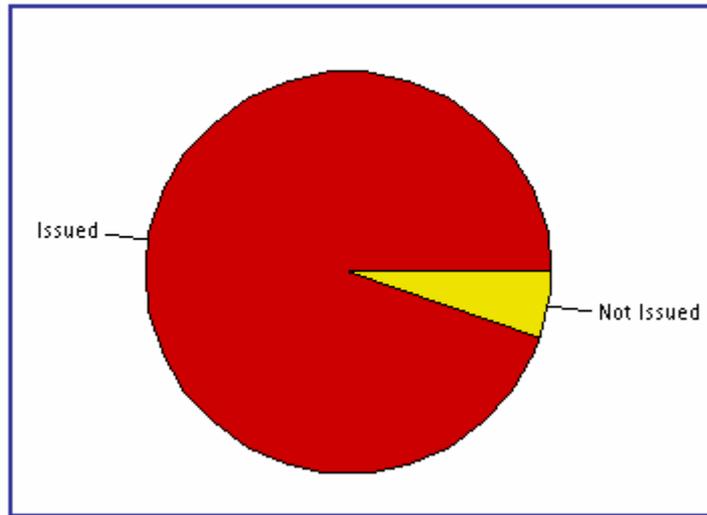
**Company Property Issued Status**

This report provides an overview of City owned property. All property recorded in HRIS as "active" will be shown on this report. For property that is currently issued to a City employee and has not yet been returned, the report will indicate who the property was issued to and when. Keep in mind that property may be issued to employees who have since transferred to another departments or who have left the City.

- 4) Click the Generate button (  ).

The following pie chart and results will appear:

**Company Property Issued Status**



This report provides an overview of City owned property. All property recorded in HRIS as "active" will be shown on this report. For property that is currently issued to a City employee and has not yet been returned, the report will indicate who the property was issued to and when. Keep in mind that property may be issued to employees who have since transferred to another departments or who have left the City.

Property Owner	Category	Property Description	Manufacturer Make	Manufacturer Model	Serial#/VIN/CarID	Asset#/Reqs	HRIS Property ID	Emergency	Date Issued	Employee Name	Empl Id	Empl Status	Employee Department	Job Title	
1	Regulatory Services	Vehicle	Test Vehicle	Chevrolet	2500HD Crew	1GCHC23U81F178564	003135	8350000716	N	2007-06-07	Payton, Barbara (EIP Test) Ann	066428	Active	Human Resources Department	HR Senior Consultant-C
2	Regulatory Services	Office Equipment	Mounting Ring for 12" Pipe	Unknown			8350000715	Y	2007-04-02	Kennedy, Stephen R	064276	Active	Regulatory Services	Env Emergency Prep Coord-C	
3	Regulatory Services	Office Equipment	Mounting Ring for 12" Pipe	Unknown			8350000714	Y	2007-04-02	Kennedy, Stephen R	064276	Active	Regulatory Services	Env Emergency Prep Coord-C	
4	Regulatory Services	Office Equipment	Mounting Ring for 10" Pipe	Unknown			8350000713	Y	2007-04-02	Kennedy, Stephen R	064276	Active	Regulatory Services	Env Emergency Prep Coord-C	

The pie chart provides an overview of what percentage of your department's property is currently assigned to employees.

The report details include a listing of all active company property within your department. Property that is currently assigned to an employee will provide the employee's details. If the employee detail is not listed, the property is currently not assigned to anyone.

### MANAGEMENT REPORT QUICK TIPS

- ▶ You can sort the report by any column simply by clicking the column title.
- ▶ You can find a particular item or employee on the report by clicking the Find link and entering a value.
- ▶ You can download the results to an Excel spreadsheet by clicking on the Excel icon (  ).



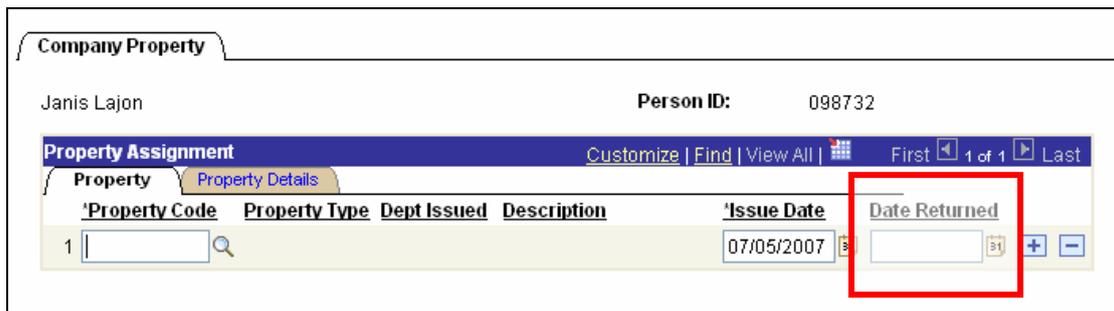
## Exercise for Practice!

Run your department's Company Property Summary report and locate the items you added in previous exercises and verify any property assignments you completed.

## Updating Company Property Details

Periodically, your department may deactivate a piece of property because if it is no longer working or necessary to support the employee's job function. Any property item available to you (based on security) can be updated.

**NOTE:** If the property is assigned to an employee, you must first update the HRIS record to indicate the date the item was returned before you deactivate the property item. (See *Assigning Company Property to Employees* – page 24). Enter the date the property was returned by the employee in the **Date Returned** field and click on the **Save** (  ) button.



The screenshot shows the 'Company Property' interface for user Janis Lajon (Person ID: 098732). The 'Property Assignment' section is active, displaying a table with columns: Property Code, Property Type, Dept Issued, Description, Issue Date, and Date Returned. The 'Date Returned' field is highlighted with a red box. The 'Issue Date' is set to 07/05/2007. A search icon is visible next to the 'Property Code' input field.

Property Code	Property Type	Dept Issued	Description	Issue Date	Date Returned
1				07/05/2007	

### Updating or Inactivating Company Property

- 1) Access the HRIS Home page by clicking on the **HRIS Home** tab.
- 2) Navigate to **Set Up HRMS > Product Related > Workforce Administration Company Property**.
- 3) Click on the [Company Property](#) link.
- 4) Click on the **Find an Existing Value** tab.

**Company Property**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** [Add a New Value](#)

**Property Code:** begins with

**Description:** begins with

**Property Type:** =

**Business Unit:** begins with

**Department:** begins with

Include History  Correct History  Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

- 5) Select the appropriate property item.
- 6) Click on the plus sign (+) to add a new row.

Company Property [Property Value](#)

**Company Property** Find | [View All](#) First 1 of 2 Last

**Property Code:** 8350000343

**\*Effective Date:** 07/05/2007  **\*Status:** Active

**\*Description:** Digital Camera  Emergency Response

**Short Description:** Digital Ca

**Property Type:** Camera

**Make / Manufacturer:** Nikon

**Model:** CoolPix4100

- 7) Update the **Status** drop down box to 'Inactive' for the **Effective Date** the property was inactivated.

**\*Status:**

- 8) Click the **Save** button ().

## Wrap-up

In this course you should have gained an understanding of;

- The benefits of managing company property for your department and for the City
- Adding new company property including vehicles in HRIS
- How to update or inactivate company property in HRIS
- Assigning and tracking company property items
- How to run the management report to monitor property assignments

## Appendix A – Department Codes

Department Code	Department
MPLS100	Assessor Department
MPLS880	Business Information Services
MPLS140	City Attorney Department
MPLS260	City Clerk Department
MPLS264	City Clerk/Election Department
MPLS840	City Coordinator Department
MPLS240	City Council Department
MPLS300	Civil Rights Department
MPLS842	Communications-Public Affairs
MPLS865	Convention Center Operations Department
MPLS890	CPED Community Planning Economic Development
MPLS135	Election Judges Department
MPLS830	Emergency Communications Department
MPLS820	Finance Department
MPLS280	Fire Department
MPLS800	Grants & Special Projects
MPLS860	Health and Family Support
MPLS815	Human Resources Department
MPLS850	Inspections Department
MPLS841	Intergovernmental Relations Department
MPLS175	Job Bank Payroll Department
MPLS375	Mayor Department
MPLS380	Planning Department
MPLS420	Police Civilian Rev Board Dept
MPLS400	Police Department
MPLS650	Pub Wks Admin & Mgmt Services
MPLS600	Pub Wks Engineering Services
MPLS675	Pub Wks Equipment Services
MPLS640	Pub Wks Field Services Paving
MPLS932	Pub Wks Field Services Sewer Capital
MPLS630	Pub Wks Field Services Sewers
MPLS937	Pub Wks Field Services Street Capital
MPLS607	Pub Wks Field Services Streets Malls
MPLS680	Pub Wks Property Services
MPLS664	Pub Wks Solid Waste & Recycling
MPLS943	Pub Wks Transportation Capital
MPLS685	Pub Wks Transportation-Parking
MPLS950	Pub Wks Water Capital
MPLS690	Pub Wks Water Treatment & Distribution
MPLS835	Regulatory Services Department