# how to assign property to an employee

1. Log into UlitPro
2. Menu – My Team – My Employees
3. Search for employee’s name
4. Click on employee’s name
5. On the personal tab – select Property Tab
6. In the upper right click the green add button
7. Enter the Date issued
8. Enter the item issued
9. If it has a number/code associated with it, input that
10. Enter any additional notes, if needed
11. Click Save

# How to mark property as returned from an employee

1. Log into UlitPro
2. Menu – My Team – My Employees
3. Search for employee’s name
4. Click on employee’s name
5. On the personal tab – select Property Tab
6. Click on the item that is being returned
7. Enter the returned date
8. Enter any additional notes, if needed
9. Click Save

## Note: If the property item you want to assign is not listed, please contact hris at 970.244.0417 to have it added to the selection list