

## Assigning Property to an Employee

1. Log into UltiPro
2. Menu - My Team - My Employees
3. Search for employee's name
4. Click on the employee's name
5. on the personal tab - select Property Tab
6. In the upper right, click the blue 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

## Marking Property as Returned from an Employee

1. Log into UltiPro
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
- 10.

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.