University of West Georgia

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Title: Standard Operating Procedure for FacilityFocus Human Resources Module
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Approved By: Wanda Williams
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(Date)

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1.0 PURPOSE

To outline procedure of those functions utilized in the FacilityFocus® Human Resources Module by AssetWorks.

2.0 SCOPE

This procedure applies to those functions that are documented in the FacilityFocus® Human Resources Module by AssetWorks.

3.0 RESPONSIBILITIES

It is the responsibility of all Work Information Center personnel to comply with this procedure.

4.0 PROCEDURE

Note: The following steps provide an outline to the instructions that are listed in the FacilityFocus® Human Resources Module by AssetWorks. Please refer to these instructions for further detail.

4.1 Employee Data
  4.1.1 Entering an Employee

4.2 Other Features
### 5.0 DOCUMENTATION

<table>
<thead>
<tr>
<th>Document Identification</th>
<th>Location of Completed Documents</th>
<th>Length of Storage</th>
<th>Responsible for Document Management</th>
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<td>UWG Human Resources Module</td>
<td>Facilities Shared Folders/WIC/SOP CP&amp;F Website</td>
<td>Annually; based upon renewal of contract</td>
<td>WIC Staff</td>
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