

# University of West Georgia

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Department: Work Information Center  
Title: Standard Operating Procedure for FacilityFocus Human Resources  
Module  
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Approved By: Wanda Williams 5/4/2009  
(Signature) (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

<b>Document Identification</b>	<b>Location of Completed Documents</b>	<b>Length of Storage</b>	<b>Responsible for Document Management</b>
<b>UWG Human Resources Module</b>	<b>Facilities Shared Folders/WIC/SOP <a href="#">CP&amp;F Website</a></b>	<b>Annually; based upon renewal of contract</b>	<b>WIC Staff</b>