

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

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