



# Tracking Business Assets



***The Tracking Business Assets tip sheet is for Managers.***

Business assets are items your college would like to track. For many employees, this will include your computer or laptop.

## View Assets Assigned to Employees

1. In the Workday Search bar, type “**My Direct Reports’ Assets**” and select the report.
2. Enter or use the drop-down menu to select the name of the employee.

**NOTE:** You may select multiple employees. In Workday, square checkboxes in a drop-down indicates multiple selections are allowed.

3. Select **OK**. Workday displays the report, My Direct Reports’ Assets. Details in this report include the name of the employee (issued to), the asset (description), and the date the asset was assigned to the employee (transaction effective date).

## College Specific Considerations

NNMC uses WASP to track assets but has a different naming structure than Workday.