



Business Assets Overview



The Business Assets Overview tip sheet is for all employees.

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

View Assigned Business Assets

1. On the Workday home page, select your **Profile Icon** > **View Profile**.
2. On the left-side of the screen, navigate to the menu and select **Company Property**. All business assets assigned to you are listed here.
OR
Select **Actions** under your name > **Business Assets** > **Company Property**.

Request a New or Replacement Business Asset

Business assets may be requested following the **Create Requisition** process. Please reference the tip sheet on this process. This process is for a new asset. Please speak with your manager if you need to replace your current assigned company property.

Return Business Assets

For employees who are separating from their college, please work with your manager to return your company property.

College Specific Considerations

NNMC tracks assets separately through WASP, an asset management software.