The purpose of this process is to successfully initiate an **Asset Removal** workflow in PeopleSoft. Asset Removals are required for tagged assets that will be taken off campus for telecommuting or business travel purposes.
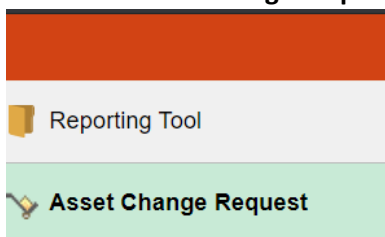
1. Log into PeopleSoft.
2. Select the **Asset Mgmt & Cap Expenditures Module.**
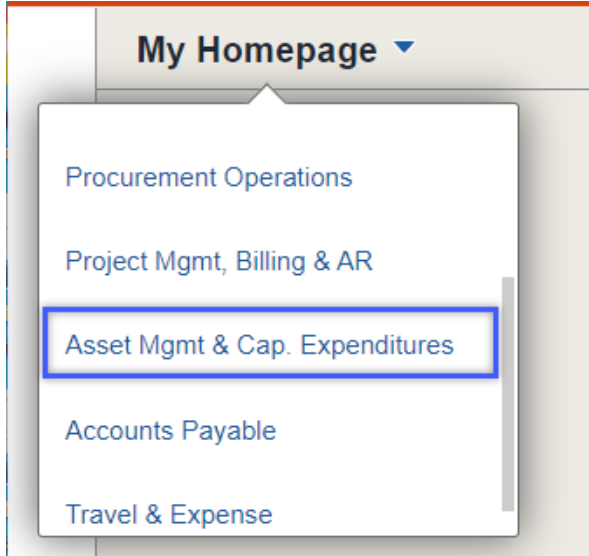
3. Select the **Asset UT Customizations** tile.

4. Select the **Asset Change Request** from the left menu bar.

5. Select **Add a New Value**.
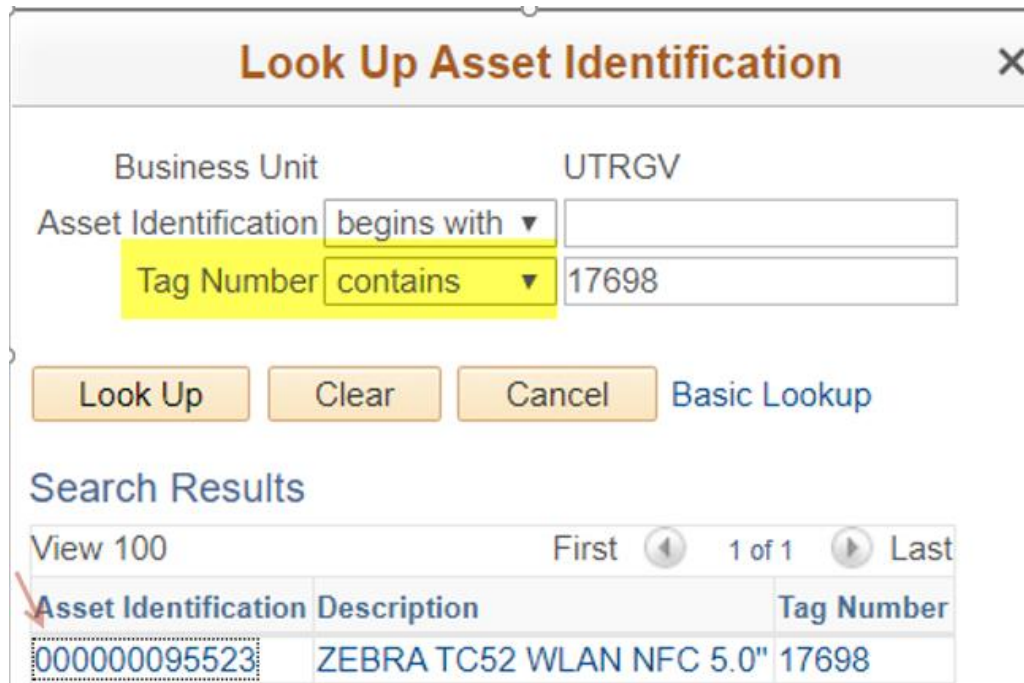

6. Enter UTRGV on the **Business Unit Field.**
7. Enter the Asset Identification number, if available.
   If the Asset ID number is NOT available:
   a. Select the Look up Asset icon (magnifying glass).
   b. Change the dropdown menu to Contains on the **Tag number** field.
   c. Enter the asset tag number.
   d. Select **Look Up.**
   e. Select the asset under Search Results.

8. Select **Add** from the Asset Change Request page.

Asset Change Request

| Find an Existing Value | Add a New Value |

Transaction ID NEXT
Business Unit UTRGV
Asset Identification 000000095523

Add ⬅

9. Select **Asset Removal** under Activity Type.

**Activity Type**

○ Asset Transfer ◉ Asset Removal ○ Asset Return ○ Asset Transfer to Surplus

Date of Removal: 03/16/2020
New Location: OFF CAMPUS   TEMPORARILY OFF CAMPUS   Building TOC   Sector OFF CAMPUS

10. Enter today's date on the **Date of Removal** field.
11. Enter the following details in the **Comments** field:
    a. Name of employee taking the asset off campus.
    b. Employee email address.
    c. Address the asset will be taken to. (optional)
    d. Contact number(s) where employee can be reached. (optional)
    e. Dates the asset will be off campus if known or indicate if the employee is telecommuting.
12. Select **Submit** to create the workflow. Once submitted, the workflow will be assigned a transaction ID and the Approval Status will update to In Process.
13. To create another workflow, click on **Add** at the bottom right of the page.

    📄 Add
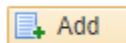
Sample of a Completed Asset Removal Transfer (next page):

Asset Change Request

Asset Details

Transaction ID: 0000005595
Business Unit: UTRGV
Asset ID: 000000095523 ZEBRA TC52 WLAN NFC 5.0"
Asset Tag Number: 17698
Location: 2011223 ACADEMIC SUPPORT FACILITY
Location Effective Date: 04/05/2019
Department:
Current Custodian: Employee ID Employee Name
Custodian Effective Date: 04/05/2019
Asset Class: 219 Palm Pilots
Requester: Employee ID Employee Name

Approval Status In Process

Building Sector
E-ASFC 1.223

Activity Type

○ Asset Transfer ⦿ Asset Removal ○ Asset Return ○ Asset Transfer to Surplus

Date of Removal: 03/16/2020
New Location: OFF CAMPUS TEMPORARILY OFF CAMPUS

Building Sector
TOC OFF CAMPUS

Comments

Asset Transfer Approval

▼ TRANSACTION_ID=0000005595, BUSINESS_UNIT=UTRGV, ASSET_ID=000000095523:Pending

RGV-Asset Transfer

Pending		Not Routed
🕐 Name Current Custodian	→	🖨 Employee Name Fixed Assets Mgr

Date Time: 03/18/2020 03:11 PM   Status: Submitted Updated by
Asset used by Maria Smith (maria.smith100@utrgv.edu)
Location: 123 Vaquero Drive. Edinburg Tx 78539
Phone #: 956-555-0000

- The Property Office (Current Custodian field) for the asset is required to Approve the workflow.
- Once approved, Fixed Assets will review and approve. Please be sure the details are listed in the Comment field as inadequate information may be returned or denied.
- The location updates will not reflect on the asset record until the workflow is complete.

Asset Transfer Approval

▼ TRANSACTION_ID=0000005595, BUSINESS_UNIT=UTRGV, ASSET_ID=0000072847:Approved

RGV-Asset Transfer

Approved		Approved
✔ Custodian Name Time/Date	→	✔ Employee Name Fixed Assets Mgr