Below is the list of items to be tracked for employees, not including fixed assets.

Equipment Code	Name	Responsibility
001	Building Key	School/Building* CRC (HR/Employee relations assistant)
002	Sonitrol Number	Maintenance (activates/deactivates) School/Building (tracks) CRC (HR/Employee relations assistant) (tracks)
003	Picture ID Badge	Human Resources (issues/tracks) School/Building* (collects/tracks) CRC (HR/Employee relations assistant) (collects/tracks)
004	Cabinet Key	School/Building
005	Accommodation Equipment	Human Resources
006	Active Directory	Information Systems & Technology
007	Business Plus	Finance
008	IT Enhanced Access	Human Resources/Information Systems & Technology
009	Technology Equipment	Information Systems & Technology
010	WinOcular	Human Resources

*(Maintenance & Operations, Athletics/Transportation)

SCHOOL/BUILDING

Onboarding
Photo ID badge
1. Human Resources issues badge and enters information into IFAS.

Sonitrol
1. School/building office manager emails Maintenance with employee name, ID, start date and access needs.
2. Maintenance contacts Sonitrol to activate and forwards PIN to school/building office manager. Office manager enters activation information into IFAS, provides PIN to employee and trains employee on school/building procedures.

Keys
1. School/building office manager issues key(s) and enters information into IFAS.

SCHOOL/BUILDING

Exiting
Photo ID badge & keys
1. Certificated/classified - School/building office manager collects key(s) and badge and enters information into IFAS and destroys badge.
2. Administrative – School/building office manager collects key(s) and enters information into IFAS; collects badge and returns to Human Resources. HR enters information into IFAS and sends to Maintenance.

Sonitrol
1. School/building office manager emails Maintenance with employee name, ID and exit date.
2. Maintenance contacts Sonitrol to deactivate and forwards confirmation number to school/building office manager. Office manager enters deactivation information into IFAS.

COMMUNITY RESOURCE CENTER (CRC)

Onboarding
Photo ID badge/Sonitrol/Keys/FOB
1. Human Resources issues badge to employee and emails Maintenance with employee name, ID, position, department and badge number for Sonitrol activation and enters badge information into IFAS.
2. Maintenance contacts Sonitrol to activate and forwards PIN to Facilities & Operations executive assistant.
3. Department representative provides a tour of the CRC to new employee including a stop at the Human Resources Department where key(s), FOB and Sonitrol PIN are provided and employee is trained on CRC access procedures.
4. HR/Employee relations assistant enters key(s), FOB and Sonitrol activation information into IFAS.

Exiting
1. Employee returns key(s), FOB and badge to supervisor. Supervisor returns equipment to HR/Employee relations assistant.
2. HR/Employee relations assistant enters key(s), FOB & badge information into IFAS and emails Maintenance with employee name, ID and exit date.
3. Maintenance contacts Sonitrol to deactivate and forwards confirmation number to HR/Employee relations assistant who enters Sonitrol deactivation information into IFAS.

Supervisors will designate who in their school/building will be responsible for tracking new issue and "returning" equipment records on the BusinessPlus (IFAS) equipment tracking screen.   Please let HR know if your staff needs additional training beyond this document or if there are any access issues.