



Assets@Work

Enable Your People





Hire to Retire Asset Management

Assets@Work is the only asset provisioning and requisitioning system that is designed specifically with workforce management and the entire worker life cycle in mind.

Assets@Work helps you ensure newly onboarded employees have what they need to do their work on day 1. It also helps ensure workers *always* have what they need to do their job.

Great employee enablement should start long before an employee's first day. In order to ensure a great, productive, first day experience, all the materials a new employee needs to do their jobs must be provisioned, procured, configured, and delivered. Some onboarding and hiring automation systems assign tasks to hiring managers to submit new employee requests, but few actually drive the process. Even fewer drive the process towards measurable, continual process improvement.

Assigning a task to request materials is just part of the process. Certain assets require approvals, perhaps at multiple levels. Delivery—sometimes including lengthy and complicated procurement and configuration work—might be a team effort. And many assets are valuable (or sensitive) enough that employees should sign and acknowledge policies concerning their use and receipts that they have taken possession of the asset.

But then employee asset management moves from an onboarding activity to a lifecycle activity. Eventually, assets assigned to

employees will need to be replaced: computer leases expire and hardware and tools reach end of useful life. Company credit cards expire. Employee roles and responsibilities evolve: where an employee didn't need \$25,000 vendor approval levels when they were hired, they might later. Good employee asset management is obviously a lifecycle process, not just an onboarding process.

Which brings up the other strategic benefit of Assets@Work. We help companies track exactly what company assets—tangible and intangible—that their workers have possession of at any time. With Assets@Work, manufacturer recalls, lease recalls, and employee offboarding de-provisioning are easily managed.

Employee enablement isn't a white-collar or blue-collar process, and it's not industry-specific. It's a strategic investment in your talent and a competitive differentiator in your fight for the best talent.

Tangible Assets

Your organization invests thousands, perhaps millions, of dollars in physical assets to operate. Fixed asset systems are designed to calculate depreciation and report on asset valuation, and a few are even capable of tracking which employee has possession of an asset. But fixed asset systems weren't designed to drive request, approval, delivery, and receipt processes, and they weren't designed with workforce management and enablement in mind.

Assets@Work can easily integrate with your fixed asset and purchasing system, creating a seamless process between HR and accounting that automates key tasks in both departments.

Intangible Assets

Fixed asset systems aren't designed to handle intangible assets like network accounts, email accounts, approval levels, access rights, or system accounts. Fixed asset systems also aren't

designed to handle assets that aren't owned by your organization.

Assets@Work is equally adept in driving the lifecycle management of intangible and tangible assets alike. Assets@Work can integrate with your IT and identity management systems to automate provisioning scripts and properly track employee lifecycle access to any intangible or virtual asset.

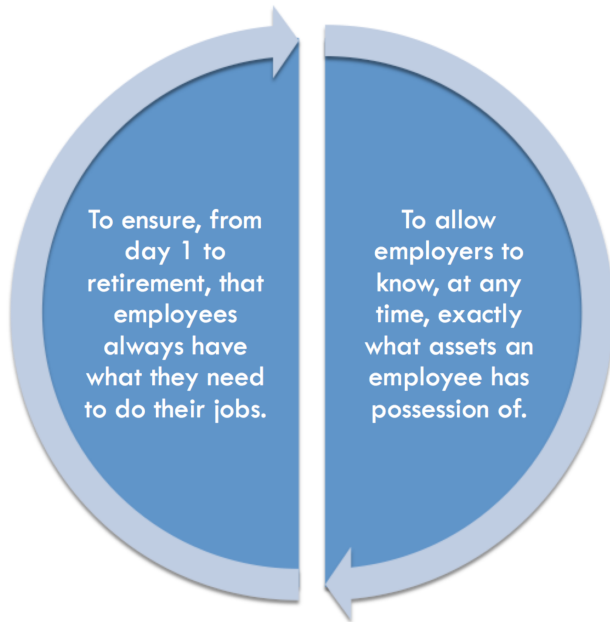
Data Governance and Compliance

With the advent of GDPR (the EU's "General Data Protection Regulation"), there is increasing global interest in data governance. Assets@Work can contribute to your data governance practices by accurately tracking what data systems and access levels workers are assigned and by ensuring all workers sign off on required policies as they take possession of assets. This might include everything from data privacy policies to chain-of-custody and acceptable use policies.



"New employees are (often) left ill-prepared for their first 90 days...as a result, firms are losing talent." *Forbes Magazine*

Enabling the workforce is a shared and principle responsibility of all business functions, not only HR and IT, but also accounting, finance, facilities, marketing, and even—perhaps especially—the executive team.



Requisitioning

Assets@Work enables recruiters and hiring managers to submit asset requests on behalf of new employees. Employees may also request certain assets configured as “self-provisioning” assets. Each request collects all the information necessary to approve and deliver the requested asset to the employee.

Approval

Assets@Work allows multiple-step approval workflows, with approvals permitted by specific individuals, all individuals in a role, or any individual in a role. During approval steps, additional data can be supplied to streamline the delivery process. Approvals may also be rejected, with appropriate reasoning selected and communicated to the originator.

Delivery

Upon final approval of a request, Assets@Work assigns a delivery task for preparation, configuration, and delivery or

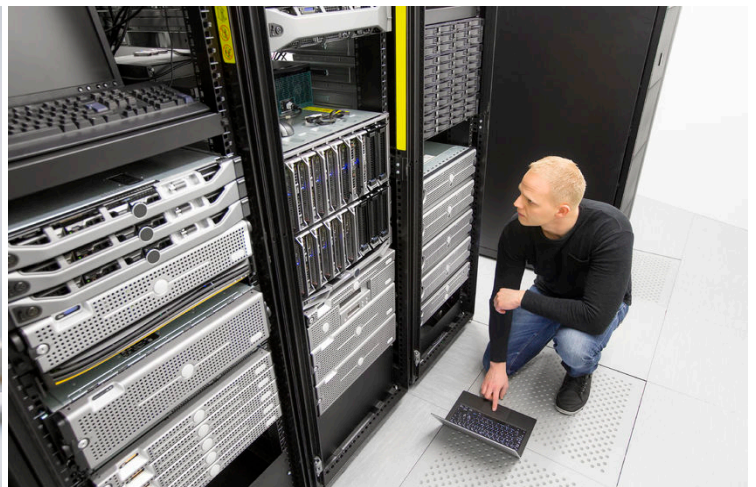
completion of the request. Delivery tasks can be assigned to specific fulfillment personnel or to anyone in a designated role.

Receipt

Once delivery of an asset request has been made, some assets may require that the employee acknowledge receipt of the asset. This is the company’s opportunity to not only verify an employee has taken possession of an asset but also to ensure the employee signs acceptable use and control policies.

Recall

At some point, whether by voluntary or involuntary termination or upon retirement of an asset, all materials assigned to employees will need to be recalled. Recalls can be issued by asset administrators with recall tasks assigned to the employee, their manager, or a designated individual or anyone in a specific role.





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