

### Asset Survey

This tool allows for tracking of state issued property/assets an employee is using from home. To initiate the process, click on link below. The survey link can also be provided to an employee via email or other method. Once the employee clicks on the link, it will direct them to sign-in to Workday, where they will be prompted to fill out the survey.

### Survey Link

Click on the link below to be directed to Workday and prompted to complete the Asset Questionnaire.

<https://wd5.myworkday.com/oregon/d/wday/vps/SurveySSOSite/survey/04661a3f8826015c6e9ed8e30b025797/null.html>

### Security Classification Level

The classification level of information security may be found in the [DAS Statewide Policy 107.004.050](#).

### Asset Numbers

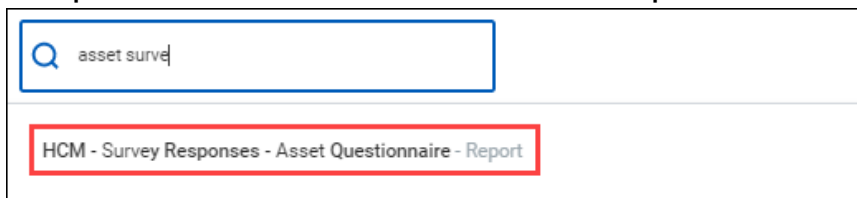
Asset numbers can be located on a sticker, on the device. This sticker will typically include the text, "Property of State of Oregon..." Note: Your agency may identify assets differently, such as the use of serial numbers instead of asset tags. Please refer to your agency for any differing instructions.

### Non-Asset Numbered Equipment

State issued mouse and keyboard generally do not have an asset number. Answer these questions by selecting the down arrow key and selecting Yes or No. If you have any additional state assets at home, for example: office chair, computer chair, computer cables, etc., please describe those in the text box. Click OK.

### Report

An HR Analyst, HR Executive, HR Partner, Management Chain, Manager and Recruiter can view the HCM - Survey Responses – Asset Questionnaire - Report.



**Additional Information:** For more in-depth training, with step by step instructions and videos, visit [iLearn Oregon](#). For system issues, please contact [Workday.help@oregon.gov](mailto:Workday.help@oregon.gov)