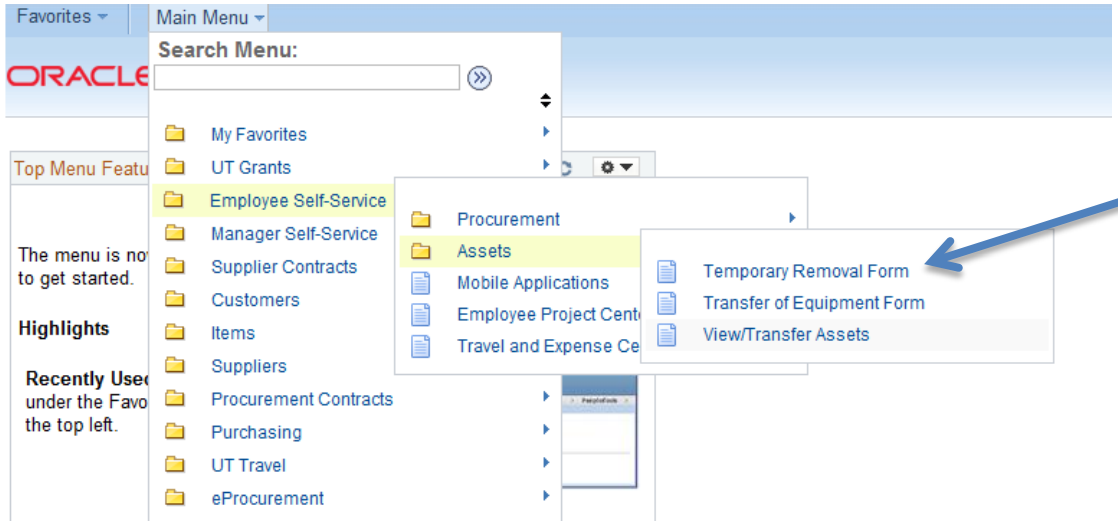


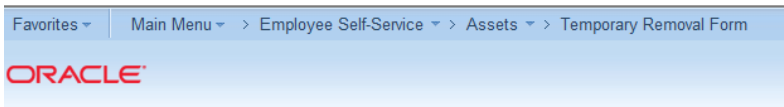
# How to fill out a Temporary Removal Form – PeopleSoft 9.2

## Navigation in PeopleSoft 9.2

Main menu > Employee Self-Service > Assets > Temporary Removal Form



Click on Add a New Value.



### Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

A screenshot of the 'Search/Fill a Form' page. The page has two buttons: 'Find an Existing Value' and 'Add a New Value'. A green arrow points to the 'Add a New Value' button. Below the buttons is a 'Search Criteria' section with several search criteria: 'User ID', 'Sequence Number', 'Subject', 'Document Key String', 'Priority', 'Due Date', and 'Approval Status'. Each criterion has a dropdown menu and a text input field. There is also a 'Case Sensitive' checkbox. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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UTHealth's most recent policy regarding Temporary Removal Forms can be found on the [Instructions](#) tab.

Form **Instructions** Attachments

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**Temporary Removal Form**

State property in the possession of UTHealth may be removed from the premises only for official business of the University. When it is so removed, **the individual removing said equipment assumes pecuniary responsibility.**

If such state property is to be removed, the department requesting removal must prepare a [Temporary Removal of Equipment form](#).

On this form, the person requesting the removal of equipment must do the following:

1. Certify that the property being removed will be used for the purpose of conducting official University business.
2. Provide the address where the equipment will be taken.
3. Provide the name and title of the person responsible for the equipment while it is removed from the premises.
4. Provide the date upon which the equipment will be removed from UTHealth premises.
5. Provide the date by which the removed equipment will be returned to the premises.
6. Date and sign the request.
7. List the following information for each article:
  - a. UTHealth bar code tag number
  - b. Description w/serial and model numbers
  - c. Manufacturer
8. If property is to be removed from the State of Texas, approval must be obtained from both the Dean and the Property Manager or his/her designee.

The form must be signed by the chair, administrative head or designated administrative official and a copy forwarded to Capital Assets Management. The individual removing the equipment **must** have a copy of the signed/approved form with him/her at the time the equipment is removed.

At the time of the return of property, the chair, administrative head or designated administrative official must sign the form certifying that the state property was returned and that it was undamaged. The signed form must be forwarded to Capital Assets Management.

If UTHealth property must be taken off the premises frequently, the department should submit a blanket request with a return date within the current fiscal year. However, an extended request that goes beyond the end of any fiscal year must be renewed on an annual basis.

On the [Form](#) tab of the Temporary Removal Form, begin filling out the form.

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Assets ▾ > Temporary Removal Form

ORACLE


Form Instructions Attachments

### Temporary Removal Form

1. \*Subject

Priority 3-Standard ▾ Due Date


Status Initial





2. \*Date Property Removed (within current FY)


\*Date Property is due back (within current FY)


### PROPERTY LIST

3. 1. Barcode Tag #  

2. Barcode Tag #  

4. 3. Barcode Tag #  

4. Barcode Tag #  

5. Barcode Tag #  

4. List of Assets that DO NOT have a Barcode Tag. (Include Description and Serial Number)

1. SUBJECT: Enter any subject or title for this form. This is a free form field so anything can be typed here. It is recommended to type a subject that will help you identify this form easily. Example: Dr. Joe Smith Out of State, Dr. Joe Smith's Removals at home, etc.
2. DATE PROPERTY REMOVED & DATE PROPERTY IS DUE BACK: Enter dates within the current fiscal year for removal and return. The earliest removal date is September 1<sup>st</sup> of each fiscal year. The latest return removal date is August 31<sup>st</sup> of each fiscal year. If you enter dates before 09/01 or after 08/31, the form will only be valid for the current fiscal year.
3. PROPERTY LIST: Enter each barcode tag that will be on removal. Remember to add the 00 on the end of each tag number. You can also use the magnifying glass to LOOK UP tag numbers.

Look Up 1. Barcode Tag # Help

Tag Number: begins with ▼ 189001  
 Description: begins with ▼  
 Asset Identification: begins with ▼  
 Location Code: begins with ▼  
 Serial ID: begins with ▼  
 Model: begins with ▼  
 Manufacturer Name: begins with ▼  
 Business Unit: begins with ▼  
 Custodian: begins with ▼

[Basic Lookup](#)

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Tag Number	Description	Asset Identification	Location Code	Serial ID	Model	Manufacturer Name	Business Unit	Custodian
(blank)	MINDRAY DP-50 PORT U/S SYSTEM	000000000687	UPB250	(blank)	(blank)	(blank)	UTP	(blank)
(blank)	VMWARE UPGRADE	000000000693	UPB1223	(blank)	(blank)	(blank)	UTP	Green-Wheeler, Mona Nakita
(blank)	CHASSIS NETWORK GEAR	000000000699	UCTM60	(blank)	(blank)	(blank)	UTP	(blank)
(blank)	CATALYST 3560X 48 PORT FULL PO	000000000715	UCTM60	(blank)	(blank)	(blank)	UTP	(blank)
(blank)	CATALYST 3560X 48 PORT FULL PO	000000000716	UCTM60	(blank)	(blank)	(blank)	UTP	(blank)
(blank)	CATALYST 3560X 48 PORT FULL PO	000000000717	UCTM60	(blank)	(blank)	(blank)	UTP	(blank)
(blank)	ANGIODYNAMICS EVLT LASER	000000000721	UPB1500	(blank)	(blank)	(blank)	UTP	(blank)

Look Up 1. Barcode Tag #

Tag Number: begins with ▼ 189001  
 Description: begins with ▼  
 Asset Identification: begins with ▼  
 Location Code: begins with ▼  
 Serial ID: begins with ▼  
 Model: begins with ▼  
 Manufacturer Name: begins with ▼  
 Business Unit: begins with ▼  
 Custodian: begins with ▼

[Basic Lookup](#)

Search Results

View 100 First 1 of 1 Last


Tag Number	Description	Asset Identification	Location Code	Serial ID	Model	Manufacturer Name	Business Unit	Custodian
18900100	APPLE MACBOOK AIR 11"	000000120375	MSB7262	C02KL0UNDRV9	(blank)	APPLE COMPUTER	UTHSC	Concha, Amanda J

- LIST OF ASSETS THAT DO NOT HAVE A BARCODE TAG: If an asset does not have a barcode, enter the asset description and serial number in this free form field.


List of Assets that DO NOT have a Barcode Tag. (Include Description and Serial Number)


1. HP LASERJET PRINTER SERIAL: 1D563WF

**REMOVER INFORMATION**

5. \*To be Removed By Employee ID #  

6. \*To be Removed by Name

7. \*PeopleSoft Dept. ID #  

8. \*Current Location  

9. \*Contact Phone #

10. \*Reason for Removal

11. \*Temporary Address (Include Street, City, State, and Zipcode)

12. \*Will this Asset be taken out of the state of Texas?

More Information

[Form](#) | [Instructions](#) | [Attachments](#)

5. TO BE REMOVED BY EMPLOYEE ID#: Click on the magnifying glass to LOOK UP the employee ID number. Enter the last name of the person who will be taking the asset off campus, and click on LOOK UP. The search will bring up UTHealth employees with the same last name. Select the correct person's name by clicking on their name. The employee ID number will populate on the form.

**\*OUT FOR REPAIR:** If you are sending an asset to the vendor for repair, a valid employee must still be selected as the Remover. Typically it will be the employee who has knowledge of the repair, or had the most contact with the vendor for repair.

### Look Up \*To be Removed By Employee ID #

[Help](#)

Employee ID: begins with

Name: begins with

Last Name: begins with

Basic Lookup

### Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Employee ID	Name	Last Name
00051186	Egharevba,Adesuwa T	EGHAREVBA
101001	Marcus,Marianne T.	MARCUS
101002	Ritter,Steven J.	RITTER
101003	Moody,Frank G.	MOODY
101004	Glasser,Jay H.	GLASSER
101005	Jodoin,Maurice R.	JODOIN
101006	Smith,Arthur E.	SMITH
101007	Robinson,David J.	ROBINSON
101008	Portman,Ronald	PORTMAN
101009	Drouin,Scott	DROUIN
101010	Goodwin,Bradford S.	GOODWIN
101011	Horridge,Nelson L.	HORRIDGE
101012	Clark,Richard B.	CLARK
101013	Quill,Beth E.	QUILL
101014	Padgett,Justina	PADGETT
101015	Rana,Munawar A.	RANA
101016	Rutler Melinda S	RUTI FR

Look Up \*To be Removed By Employee ID # [Help](#)

Employee ID: begins with

Name: begins with

Last Name: begins with

[Basic Lookup](#)


### Search Results

View 100 First 1-197 of 197 Last

Employee ID	Name	Last Name
101006	Smith,Arthur E.	SMITH
101130	Smith,John M.	SMITH
101324	Smith,Doralene B.	SMITH
101602	Smith,Rachel K.	SMITH
101871	Smith,Jack W.	SMITH
101934	Smith,Glenda	SMITH
101958	Smith,Debbie	SMITH
102155	Smith,Sophia	SMITH
102209	Smith,Joanna B.	SMITH
102382	Smith,Bobbie J.	SMITH
102538	Smith,David Paul	SMITH
102545	Smith,Latisha A.	SMITH
102827	Smith,Thomas M.	SMITH

6. TO BE REMOVED BY NAME: Type the full name of the UTHealth employee that will be removing the equipment off campus.

## REMOVER INFORMATION

\*To be Removed By Employee ID #  


\*To be Removed by Name

7. PEOPLESOFT DEPT ID#: Click on the magnifying glass to LOOK UP the Inventory PeopleSoft Department ID number if you do not know it. There are different search options to choose from. If you know the beginning of the department number, enter as much as you know and click on LOOK UP. Select the correct Inventory PeopleSoft Department ID number by clicking on it. The Inventory PeopleSoft Department ID number will populate on the form.

Look Up \*PeopleSoft Dept. ID # x

[Help](#)

SetID: UTH

Department: begins with ▼ 12870000 

Description: begins with ▼

Manager Name: begins with ▼

**Look Up** Clear Cancel Basic Lookup

Search Results

View 100 First 1-8 of 8 Last

Department	Description	Manager Name
11000000	Office Of The President	101129
11020000	Public Affairs	106609
11200400	Cultural & Institu Diversity	117511
12020000	Info Technology Security	118460
12260200	Procurement	107474
12260300	Surplus	117981
12870000	Capital Assets Management	117981
25030504	MS - Administration	101955

Look Up \*PeopleSoft Dept. ID # x

[Help](#)

SetID: UTH

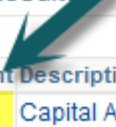
Department: begins with ▼ 12870000

Description: begins with ▼

Manager Name: begins with ▼

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last 

Department	Description	Manager Name
12870000	Capital Assets Management	117981

8. CURRENT LOCATION: Click on the magnifying glass to LOOK UP the location code if you do not know it. Enter the 3 digit building code of the location where the asset is currently located, and click on LOOK UP. If the building has multiple floors, you can also search by entering the 3 digit building code and floor number. (Example: OCB2) Select the correct location by clicking on it. The location code will populate on the form.



Look Up \*Current Location

SetID: UTH [Help](#)

Location Code: begins with

Description: begins with

[Basic Lookup](#)

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Location Code	Description
00V	00V
00V2108	00V V2.108
00V7113	00V V7.113
00V7114	00V V7.114
00V7116A	00V V7.116A
00V7116B	00V V7.116B

Look Up \*Current Location ✕

SetID: UTH [Help](#)

Location Code: begins with

Description: begins with

[Basic Lookup](#)

Search Results

View 100 First 1-163 of 163 Last

Location Code	Description
OCB20	OCB 2.0
OCB2100	OCB 2.100
<b>OCB2100A</b>	OCB 2.100A
OCB2100AA	OCB 2.100AA
OCB2100AB	OCB 2.100AB
OCB2100AC	OCB 2.100AC

- CONTACT PHONE #: Enter the remover's contact phone number.

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## REMOVER INFORMATION

\*To be Removed By Employee ID #

\*To be Removed by Name

\*PeopleSoft Dept. ID #

\*Current Location

\*Contact Phone #

10. REASON FOR REMOVAL: Enter the reason for the removal on this free form field.
11. TEMPORARY ADDRESS: Enter the temporary address of where the asset will be taken to while on removal. Please include the complete address with street number and name, city, state, and zip code.
12. OUT OF STATE: Select YES or NO if the asset will be taken out of the state of Texas.

When you have finished filling out this form, click on SAVE at the bottom of the form.

### More Information

Once saved, scroll back to the top of the form. You can either Preview Approval Worklist, or Submit the form.

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Form | Instructions | Attachments

Seq # 19 **Temporary Removal Form**

\*Subject TEST

Priority 3-Standard Due Date

Status Initial **Preview Approval** **Submit**



\*Date Property Removed (within current FY) 09/01/2013

\*Date Property is due back (within current FY) 08/31/2014

**PROPERTY LIST**

Click on the Preview Approval box to view. This will show you the workflow status.

**Temporary Removal Form**

Subject TEST

Review/Edit Approvers

**Temporary Removal Approval**

Temporary Removal Form: 19:Initiated

Temporary Removal Approval

Not Routed  
Heidmarie Hellriegel  
Department Approver

Not Routed  
Multiple Approvers  
CAM Approval-Temp Prop Removal

OK Submit

Once you are done previewing it, click on SUBMIT to route the form.

OPTIONAL: You can also add individuals to the approval process if you would like additional approvals. To add approvers, click on the + sign where you would like to add the approver in the process.

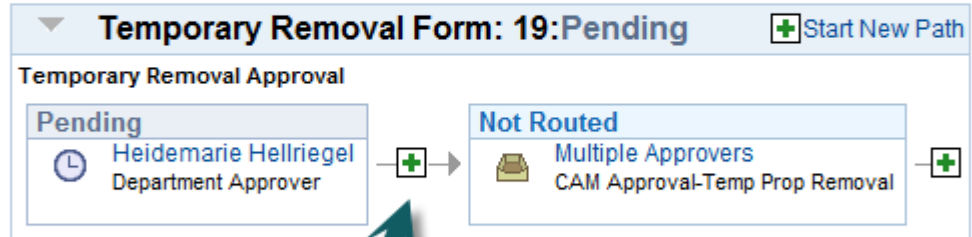
June 18, 2014

## Temporary Removal Form

Subject TEST

Review/Edit Approvers

### Temporary Removal Approval



OK

Enter the additional approver's user ID, select them as an Approver, and click on INSERT.

Insert additional approver or reviewer

Choose an approver or reviewer to insert

User ID:  Sonia Y Aguilar

Insert as:  Approver  
 Reviewer

The additional approver is now added to the workflow.

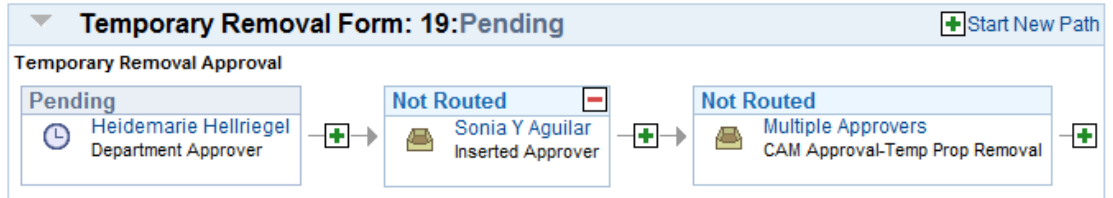
June 18, 2014

## Temporary Removal Form

Subject TEST

Review/Edit Approvers

### Temporary Removal Approval



OK

TO CHECK STATUS:

To check on the status of the forms you created, navigate Main Menu>Employee Self-Service>Assets>Temporary Removal Form. Enter your User ID and click on SEARCH. A listing of Removal forms you created will show in the Results.

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### Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

▼ Search Criteria

User ID:

Sequence Number:

Subject:

Document Key String:

Priority:

Due Date:

Approval Status:

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)

### Search Results

View All First 1-5 of 5 Last

User ID	Sequence Number	Subject	Form	Document Key String	Priority	Due Date	Approval Status	Created Date/time
SAGUILAR 1		TEST	REMOVAL	(blank)	3-Standard	(blank)	Approved	05/09/2014 3:01PM
SAGUILAR 3		TEST OUT OF STATE	REMOVAL	(blank)	3-Standard	(blank)	Pending	05/09/2014 3:26PM
SAGUILAR 15		OUT OF STATE TEST 5/20/2014	REMOVAL	(blank)	3-Standard	(blank)	Pending	05/20/2014 11:05AM
SAGUILAR 17		TEST 05/20/2014	REMOVAL	(blank)	3-Standard	(blank)	Pending	05/20/2014 11:08AM
SAGUILAR 19		TEST	REMOVAL	(blank)	3-Standard	(blank)	Pending	05/27/2014 11:23AM

[Find an Existing Value](#) | [Add a New Value](#)