Pannon Egyetem
University of Pannonia

Chancellor's Directive No. 4/2024. (V.21.) on the registration, scheduling and related responsibilities of tangible assets handed over for personal use to employees at the University of Pannonia

I. Purpose of the Directive

(1) The purpose of this Directive is to regulate the registration of tangible assets handed over for personal use to employees at the University of Pannonia (hereinafter referred to as "**University**") **in the Nexon system**. It also ensures that any changes related to assets handed over for personal use are documented and updated in the Nexon system after the effective date. Maintaining an accurate and up-to-date register allows the University to ensure accountability and traceability of lended assets, reduce inventory discrepancies and protect University property.

II. Relevant regulations and glossary

(1) Relevant University regulations:
   a) Inventory Control and Inventory Preparation Policy of the University of Pannonia,
   b) Regulation on Security Services and Property Protection,
   c) Employment Requirement System,
   d) Information Technology Regulation of the University of Pannonia,
   e) Privacy and Data Protection Policy.

(2) **Glossary:**
   a) ***Personal use:*** refers to the use of an asset necessary for work where the **exclusive user** is clearly identifiable based on the register and the signed declaration. In the case of personal use, the exclusive user is personally and financially responsible for both the use of the asset and the asset itself.
   b) ***Tangible asset handed over for personal use (****hereinafter referred to as* ***"asset"):*** refers to IT or other equipment, machinery, devices, etc., that support the employee's daily work. University assets are to be used **solely for University work purposes**. The supervisor shall authorise the hand-over of assets for personal use by completing and signing the "Assets for Personal Use" form and submission to the Directorate of Human Resources Management (hereinafter referred to as "**DHRM**"). Examples of assets that may be handed over for personal use include, but are not limited to:
      i. Desktop computer
      ii. Monitor
      iii. Laptop
      iv. Tablet
      v. Mobile phone
      vi. Landline phone
      vii. Multifunction printer

viii. Printer
ix. Scanner
x. Photocopier
xi. Uninterruptible power supply
xii. Projector
xiii. Portable data storage (e.g., external HDD)
xiv. Laboratory instruments/equipment
xv. Other IT equipment
xvi. Other machines/equipment.

III. Schedule of and tasks related to the registration of tangible assets handed over for personal use to employees

(1) The organisational unit-level asset list, the upload table and the handover/receipt form of the assets handed over for personal use (hereinafter referred to as "**Form**") are sent **electronically** by the Directorate for Economic Affairs (hereinafter referred to as "**DEA**") to the heads of the various organisational units.

Responsible organisation: Directorate for Economic Affairs.
Deadline: 24th May 2024

(2) The head of the organisational unit reviews the asset list, defines the assets handed over for personal use and records their data in the upload table. To ensure smooth uploading, the table shall be accurately completed. The heads of the DEA and the DHRM will provide support to the heads of organisational units in completing the tables.

Responsible person: Head of organisational unit.
Deadline: 7th June 2024

(3) Based on the asset list, the head of the organisational unit shall send the upload table completed with the data of the tangible asset handed over for personal use **electronically** to the DHRM at hr@uni-pannon.hu. The head of the organisational unit is personally responsible for the accuracy of the data.

Responsible person: Head of organisational unit.
Deadline: 12th June 2024

(4) According to the data recorded in the upload table, the **Form(s) shall be completed for each employee and for each asset handed over to them**, printed out and signed by both the employee and their supervisor. Forms shall be completed for each employee who has received tangible assets for personal use due to their job or work-related tasks. The signed Form(s) shall be sent **in paper form** to the DHRM.

Responsible person: Head of organisational unit.
Deadline: 12th June 2024

(5) The upload tables are imported into the **Nexon system**, and the **Forms are filed** in the employees' personal files for record-keeping.

<u>Responsible organisation</u>: DHRM.
Deadline: 19th June 2024

IV. Responsibilities of employees and managers regarding assets handed over for personal use

(1) Each user shall be financially responsible for preserving and maintaining the condition of the assets handed over for personal use, in accordance with the Inventory Control and Inventory Preparation Policy of the University of Pannonia.

(2) The head of the organisational unit shall be financially responsible for preserving and maintaining all assets that have not been handed over for personal use.

(3) During the inventory process, the head of the organisational unit shall ensure that employees using assets handed over for personal use present those assets to the inventory officers at the time specified in the inventory schedule.

(4) If the personal use of an asset ceases (including the termination of the employment relationship) or a new use is established, the head of the organisational unit shall notify the DHRM without delay for the purpose of making the necessary amendments to the records. In such cases, notification may be made exclusively through submitting to the DHRM **one original hard-copy of the completed Form signed by the employee and his or her supervisor**, on the basis of which the registration or deregistration shall be carried out.

Person responsible for ensuring that the provisions of this Directive are complied with: the heads of all the organisational units and all employees.

This Chancellor's Directive shall enter into force on the day of its promulgation and remain valid until revoked.

Dated in Veszprém, on 21st May 2024

Zsolt Csillag m.p.
Chancellor

<u>Person responsible for the maintenance of this Directive</u>: Head of the Directorate of Human Resources Management

<u>Annexes to this Directive</u>:

Annex 1: Upload Table
Annex 2: Handover/Receipt Form of Tangible Assets Handed Over For Personal Use