HR Ghana

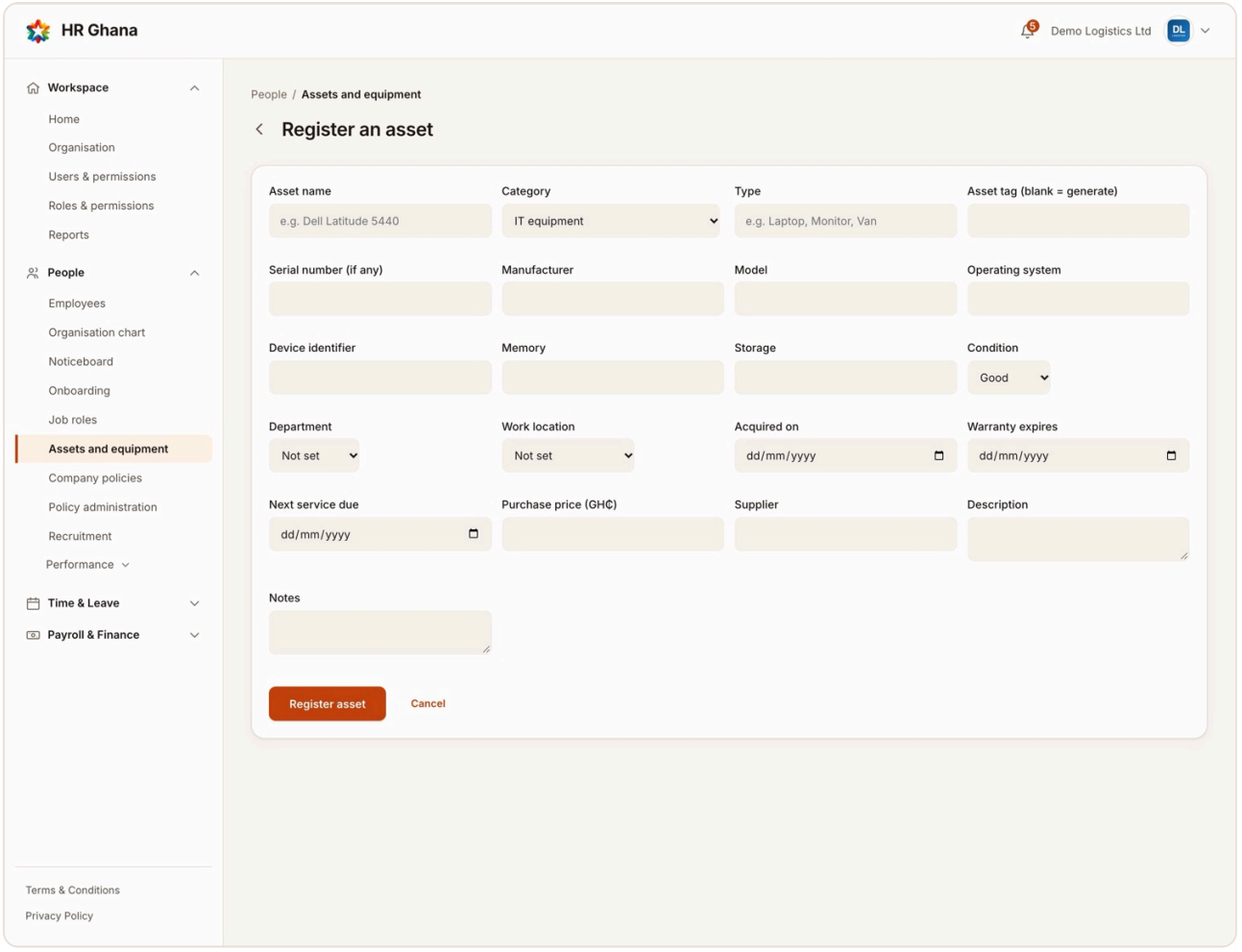
Assets and equipment

For HR administrators

Register the equipment you give your people, record the handover, and make sure it comes back.

hrghana.com · October 2026 · Screens show sample data

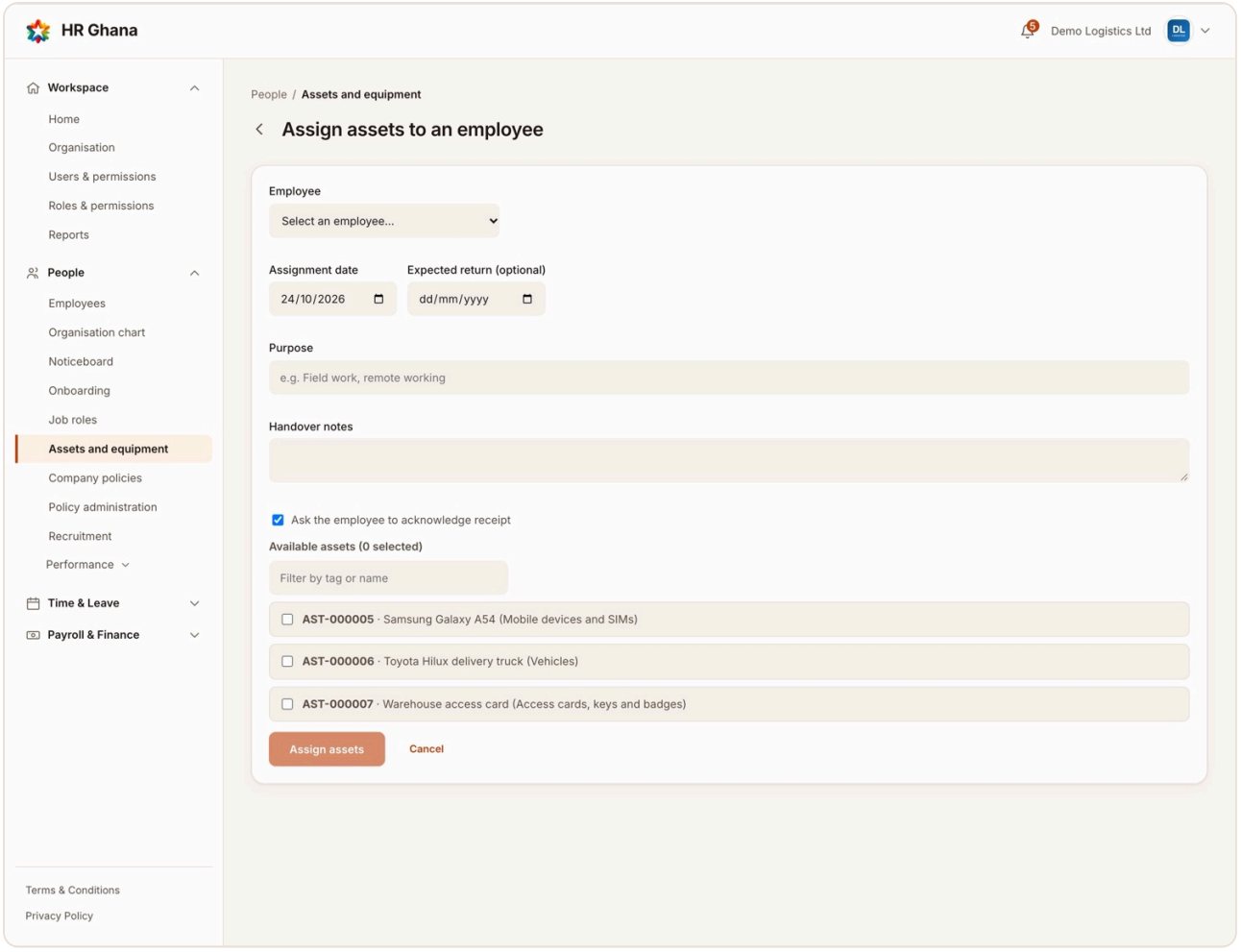
1. Register an asset



People > Assets and equipment > Register an asset.

1. Choose the category (IT equipment, mobile device, vehicle, access card or key, tools, uniform or other). Fields that only make sense for that kind of asset appear automatically: a vehicle needs a registration number, a phone takes an IMEI.
2. Leave the asset tag blank to have one generated. Serial numbers are optional but cannot be duplicated.
3. Owners can also record the purchase price and supplier; HR administrators do not see these.

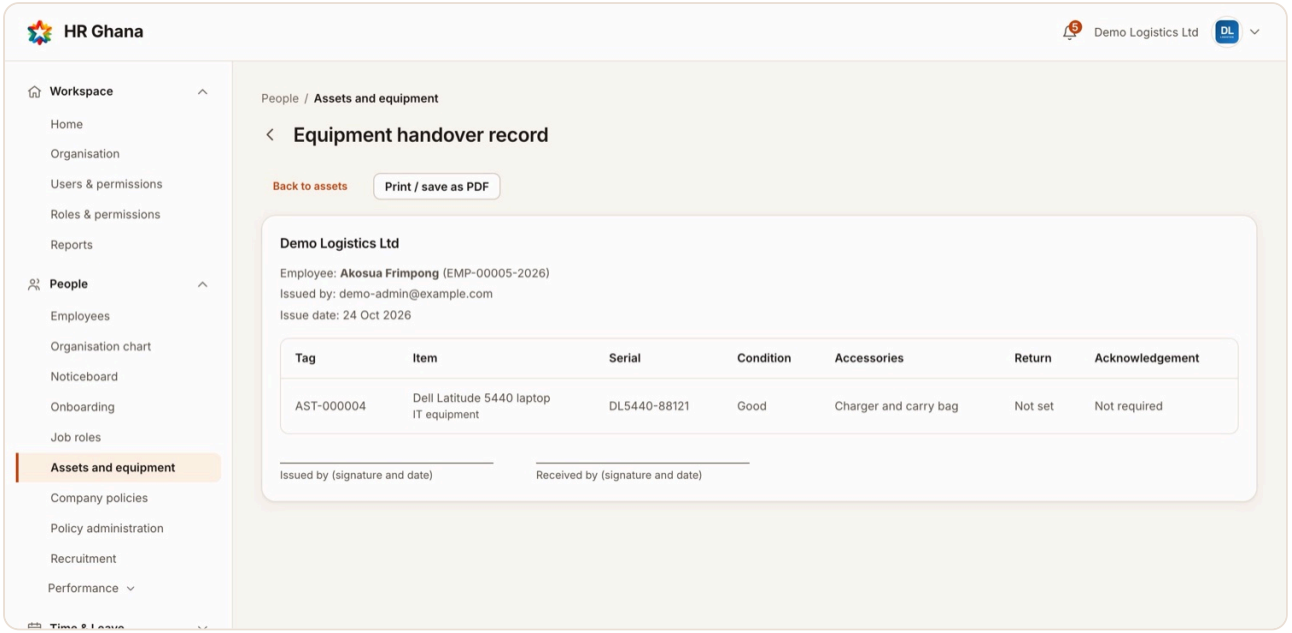
2. Assign one or several items



Assign assets to an employee.

1. Choose the employee and tick every item you are handing over. Record the condition and any accessories for each.
2. Add the expected return date and purpose if there is one, and choose whether the employee should acknowledge receipt.
3. An asset can only be assigned while it is available, and never to two people at once.

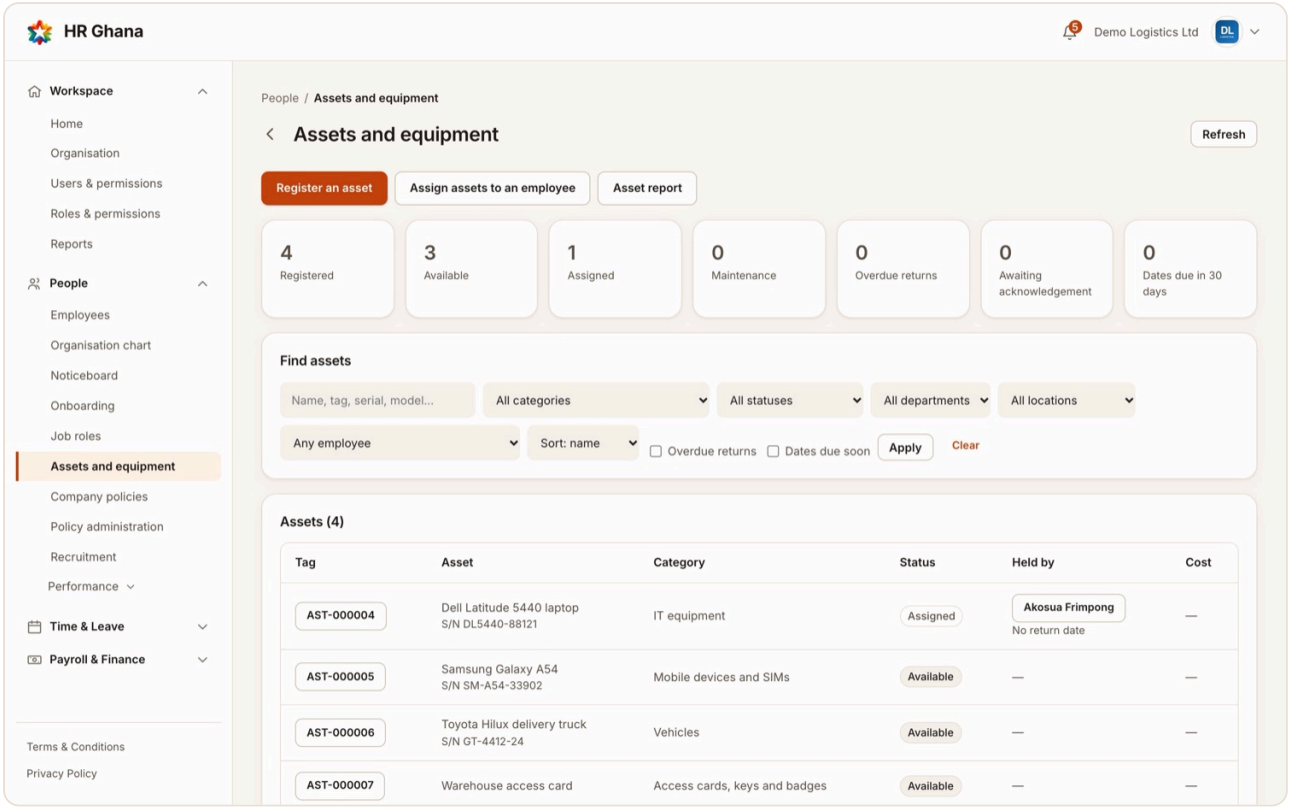
3. Print the handover record



The handover record lists every item and its acknowledgement.

1. After assigning, the handover record opens. Print or save it as a PDF.
2. It shows exactly what the employee has acknowledged, and shows Pending until they do. The signature lines are for a paper countersignature only.
3. The employee sees the items in the mobile app (More > My equipment) and on the web, and can acknowledge them or say what is wrong.

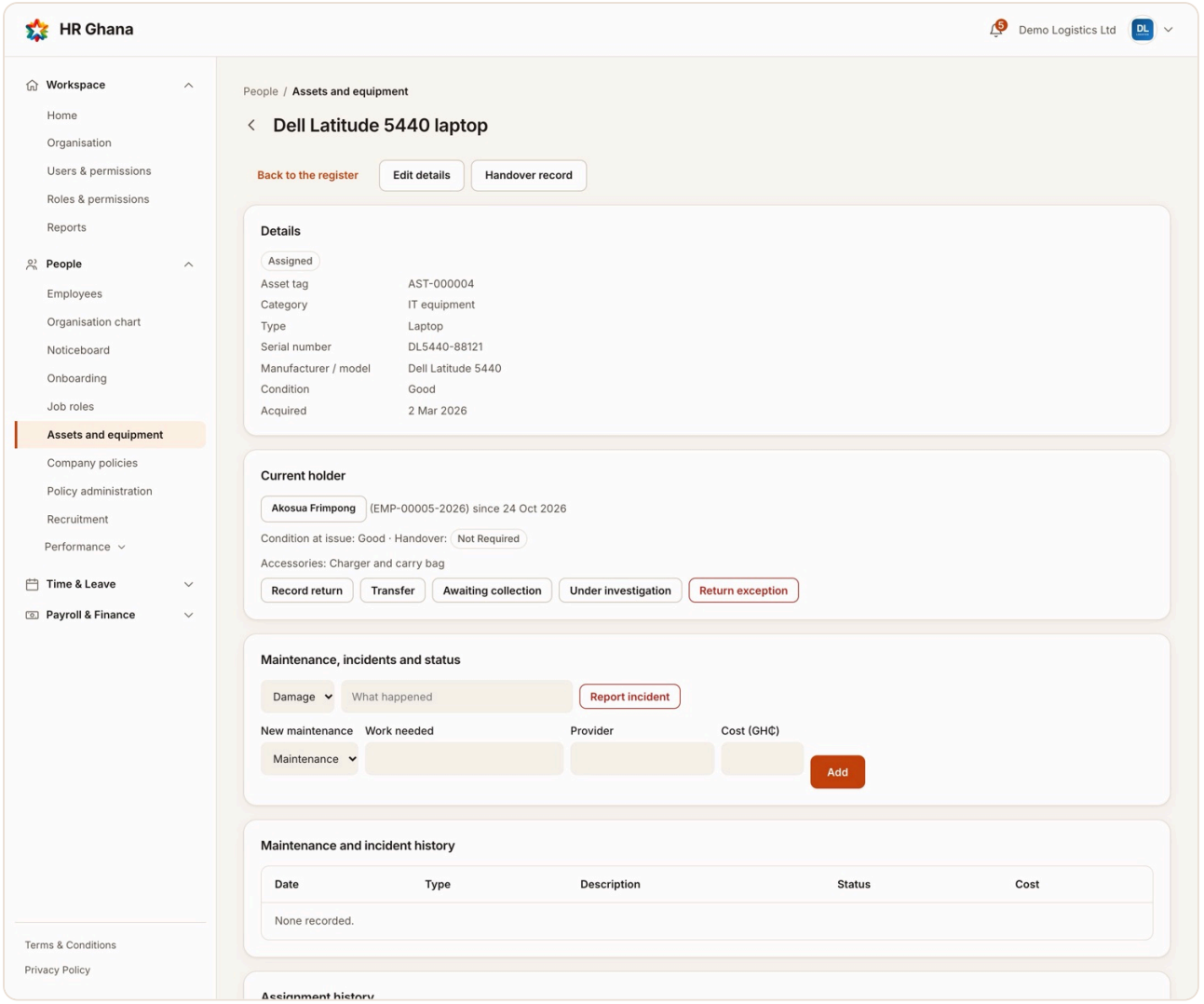
4. See who has what



The asset register, with filters and overdue returns.

1. The register lists every asset with its status and holder. Search by name, tag or serial number; filter by category, status, department, location or employee.
2. Overdue returns and dates due soon (warranty, insurance, inspection, service) are highlighted and reminders are sent.
3. The Asset report shows assignment history and outstanding returns.

5. Returns, transfers and leavers



An asset's page: holder, history, maintenance and documents.

1. To take an item back, choose Record return: the date, who received it, its condition, anything missing or damaged, and what happens next (available, inspection, repair or retire).
2. Transfer moves an item to another employee and keeps the previous holder in the history.
3. When an employee leaves, their assets stay assigned until you record each return, a loss or an authorised exception. They are never freed automatically, and nothing is deducted from pay.
4. Report damage, loss or theft from the asset page; attach documents such as invoices or incident reports.

Remember

> Note: recovering the cost of lost or damaged equipment from an employee is a separate decision under your own policy and applicable law. HR Ghana never deducts it automatically.

Need help? Contact your HR team, or write to support@hrghana.com. The screens in this guide show sample data; yours will show your own organisation.