

	Technology Services Performance Excellence and Customer Care Center	SOP #	TS -PE-800
		Revision #	
		Implementation Date	8/20/18
Page #	1 of 1	Last Reviewed/Update	8/15/18
SOP Owner	Frankie Jackson	Approval	Frankie Jackson
SOP Name	Whereabouts		

Standard Operating Procedure

1. Purpose

The purpose of this procedure is to document the whereabouts of all Technology Services employees when not in their offices.

2. Scope

This procedure is intended for all Technology Services employees.

3. Prerequisites

Employee schedules should be submitted to department supervisors. Department supervisors will submit schedules and changes to Katharine Hernandez.

4. Responsibilities

The reporting of an employee's location is dependent on the employee.

This Whereabouts system does not replace each individual campus login process.

5. Process

1	Employee arrives at their expected location daily according the scheduled time submitted to their supervisor. Whereabout entries are not required while the employee remains at their scheduled location.	Employee
2	Changes in the starting location are made by logging in to the Whereabouts website located on the Contact webpage in the www.cfid-technologyservices.net .	Employee
3	As an employee leaves their current location, their next location is logged into the Whereabouts system. An employee's current location is their assigned office area. If an employee leaves their assigned office area for over 30 minutes (excluding lunch) by driving out of the parking lot or leaving the building, an entry in employee whereabouts is required. This entry should be completed before leaving the assigned office area or within 10 minutes of arriving at the new location.	Employee
4	All fields should be completed including times, locations, and reason for the change.	Employee