Administrative Roles and Contact Info

**Business Office**
Wesley Belz  
ugs.business@austin.utexas.edu  
(512) 471-1011

> AIS/APS forms  
> Contracts  
> Financial reporting  
> Invoicing  
> ProCard  
> Purchase orders  
> Reconciliation  
> Student awards and fellowships  
> Transfers  
> Travel  
> Vendor relations  
> Vouchers

**Human Resources**
Crystal Dumbeck  
ugs.hr@austin.utexas.edu  
(512) 232-1840

> HRMS audits  
> Notary  
> Onboarding  
> Payroll  
> Reclassification  
> Recruiting/Job postings  
> Student appointments  
> Timesheet routing

**IT Support**
Han Kim  
ugs.it@austin.utexas.edu  
(512) 232-8413

> BACS/Door security  
> Box/Austin disk  
> Calendars  
> Computer inventory  
> Computer setup  
> Desktop support  
> DocuSign  
> Email accounts  
> Event technology setup  
> Hardware/Software purchases  
> ISORA  
> Mainframe accounts/applications  
> Mobile devices  
> Networking  
> Printers  
> Repair/Warranty requests  
> UGS UTlists  
> UTBackup/Crashplan  
> Voicemail and phones

**UGS Market**
Dana Brockington  
ugs.market@austin.utexas.edu  
(512) 471-9470

> Inventory  
> Mail  
> Office supplies  
> Retention  
> Student onboarding (I9s, Bio)

**Web Development**
ugs.webdev@austin.utexas.edu

> Application development  
> UGS web-related issues