# Human Resources

If you are looking for information about your timesheet, holiday information, benefits information, or insurance overview or have other questions pertaining to being a UT staff member, we recommend you also check the UT staff page.

Please email the UGS human resource office if the item you are looking for is not listed.

**Please allow up to 20 business days for the UGS business office to process all requests.**

- All forms must be submitted typed.

## Frequently Requested Forms
- New Onboarding
- Evaluation Forms
- Timesheets
  - Hourly
  - Monthly
  - Work Study
- UGS Job Posting Template
- Verification of Employment
- Position Reclassification Request
- Leave of Absence Application
- Sick Leave Donation Form

## Frequently Requested Information
- New Employee Checklist
- Time Off
- State Compensatory Time
- Telecommuting
- Hiring Faculty
- Background Checks
- Policies for New Employees

## Hiring Student Workers
- Hiring Work Study Students
- New Student Hire Checklist
- New Student Employee Checklist
- Supervisor's Checklist for Hiring a New Student Employee

## Preparing for Workday
- Workday Login, Training, Resources, Events, and News