# Administrative Roles and Contact Info

### Business Office
ugsbusiness@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
ugshr@austin.utexas.edu
(512) 471-7658

- HRMS audits
- Notary
- Onboarding
- Payroll
- Reclassification
- Recruiting/Job postings
- Student appointments
- Timesheet routing
- Student onboarding (I9s, Bio)

### IT Support
ugshit@austin.utexas.edu
(512) 232-8413

- BACS/Door security
- Box/Austin disk
- Calendars
- Inventory (Computers, Equipment, etc.)
- 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
- Retention

### Web Development
ugswd@austin.utexas.edu

- Application development
- UGS web-related issues