Staff Resources

C&I Department Contacts

- Department Administration, Advisors, and Staff
- Faculty Directory

Course-Related / Academic

- UT Registrar’s Website
- Canvas
- Course Schedule Updates
- Course Inventory Management
- Student Records
- Waitlists
- Course Instructor Survey Requests
- Adviser’s Toolkit
- Access Syllabi and CVs
- Syllabi and CV upload
- FaSet
- Office of Graduate Studies
- Final Exam requests
- Prerequisite Check
- University Catalogues

Financial

- Authorization of Professional Services (AIS - formerly APS) (for staff)
- Payee Information Form (PIF) (staff)
- Payroll Services
- Handbook of Business Procedures
- Travel Management website

Human Resources

- Human Resource Services
- Hire a Longhorn
- Timesheet
- Staff Ombudsman
- Holidays
- Benefits
- Training
- HR Portal

Other Staff Resources

- Handbook of Operating Procedures
- UT Direct
- UT Box
- Records Retention
- Training
- E-mail Tech Staff
- Room Scheduling
- Departmental Seminar & Dissertation Room Reservations
- UT Staff Website