# Administrative Roles and Contact Info

## Finance

<table>
<thead>
<tr>
<th>Contact Info</th>
<th>Services</th>
</tr>
</thead>
</table>
| ugs.business@austin.utexas.edu | > AIS/APS forms  
| (512) 471-1011                | > Contracts  
|                               | > Financial reporting  
|                               | > Invoicing  
|                               | > ProCard  
|                               | > Purchase orders  
|                               | > Reconciliation  
|                               | > Student awards and fellowships  
|                               | > Transfers  
|                               | > Travel  
|                               | > Vendor relations  
|                               | > Vouchers                                                                 |

## Human Resources

<table>
<thead>
<tr>
<th>Contact Info</th>
<th>Services</th>
</tr>
</thead>
</table>
| ugs.hr@austin.utexas.edu      | > HRMS audits  
| (512) 471-7658                | > Notary  
|                               | > Onboarding  
|                               | > Payroll  
|                               | > Reclassification  
|                               | > Recruiting/Job postings  
|                               | > Student appointments  
|                               | > Timesheet routing  
|                               | > Student onboarding (I9s, Bio)                                                                 |

## IT Support

<table>
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<tr>
<th>Contact Info</th>
<th>Services</th>
</tr>
</thead>
</table>
| ugs.it@austin.utexas.edu      | > BACS/Door security  
| (512) 232-8413                | > 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

<table>
<thead>
<tr>
<th>Contact Info</th>
<th>Services</th>
</tr>
</thead>
</table>
| ugs.webdev@austin.utexas.edu  | > Application development  
|                               | > UGS web-related issues  