# Administrative Roles and Contact Info

<table>
<thead>
<tr>
<th>Role</th>
<th>Email</th>
<th>Phone</th>
<th>Services</th>
</tr>
</thead>
</table>
| **Finance**           | 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**   | ugs.hr@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**        | ugs.it@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**   | ugs.webdev@austin.utexas.edu |             | > Application development  
                      |                              |             | > UGS web-related issues                                                                 |