# Administrative Roles and Contact Info

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact Information</th>
<th>Services Provided</th>
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</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 |