## Administrative Roles and Contact Info

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact Info</th>
<th>Services and Support Areas</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  |