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