College of Education Business Services Policies & Procedures

General information

- College of Education Business Services home page
- COE Dean's Office organization chart
- Business Services team (staff list)

Administrative Resources

- Administrative Resources and Training Links
- Dean's Office Contact Information
- Dean's Office Coverage for College Units
- Manager Resources
- Recommended Listservs and Newsletters for Staff and Administrators by Role
- Workday Resources

Financial Administration

- Allocation and Control of Financial Resources Policy
- Certification of Accounts
  - Certification of Accounts Process
- Co-Sponsorships
  - Co-Sponsorship Process
- Entertainment/OOEFs
  - Entertainment/OOEF Policy
  - Entertainment/OOEF Process
- Research Cash Advances
  - Research Cash Advance Policy
  - Research Cash Advance Request Process
  - Research Cash Advance Reconciliation Process
- Travel
  - Travel Policy
  - Chair Travel Policy
  - Chair Travel Process
  - International Travel Policy
  - International Travel Process
  - Faculty Research Travel Policy
  - Faculty Research Travel Process
- Travel Cash Advances
  - Travel Cash Advance Process

Human Resources

- Accommodations and Disabilities
- Compensation
- Diversity and Inclusion
- Employee Appraisal Certification
- Flexible Working Arrangements and Telework
- Hiring, Onboarding, and Recruiting
- HR Resources on Campus
- Insurance
- International employees
- Outside Employment Requests
- Payroll
- Probationary Employees and New to Position
- Professional Development
- Records Management
- Rescind Transaction - Workday
- Research Positions
- Salary Adjustment Requests (SAR)
- Separation and Retirement
- Student Employment
- Time and Absence
- Timesheet Mass Advance - Process & Policy
- Title IX
- Workers' Compensation and Workplace Injuries

University Resources

- UT Direct
- UT Box
- Holiday Schedule
- Academic Calendars
- Employee Services

College Resources

- COE Organizational Charts
- Faculty Directory
- ITO Reservation Request Form - SZB rooms & equipment
- Onboarding Procedures - COE