Listservs and Newsletters

UT Lists home page: [https://utlists.utexas.edu/sympa](https://utlists.utexas.edu/sympa)

College of Education listservs

*(Does not include listservs maintained by individual academic or research units)*

**Maintained by the COE HR Team**

Email [COE-HR@austin.utexas.edu](mailto:COE-HR@austin.utexas.edu) for support.

- Listservs:
  - coe-hr-financetaskforce: HR and Finance business contacts in COE units, who may or may not have assigned Workday roles
  - coe-deansofficestaff: Staff employed in Dean's Office units
  - coe-hr-managerslist: Managers in the Dean's Office units & units for which the HR team supports
- Monthly Business Services newsletter, emailed to coe-hr-financetaskforce and coe-deansofficestaff

**Maintained by the Dean's Office**

Email [help@education.utexas.edu](mailto:help@education.utexas.edu) for support.

- coe_docusign_group: DocuSign users in COE
- COE_events
- education_faculty_all
- education_informational: Non-operational information for all COE faculty and staff. Members may choose to unsubscribe
- education_staff

**Other college listservs**

- coe_diversity_and_inclusion - COE Social Justice, Equity, Diversity, & Inclusion listserv. See [instructions to subscribe](https://utlists.utexas.edu/details/coe_diversity_and_inclusion).

Recommended listservs and newsletters by role

**Staff with HR roles**

*(HR Partners, HR Executives, Timekeepers, Absence Partners, etc.)*:

- coe-hr-financetaskforce
- Subscribe to News from askUS
- Subscribe to askUS Release Notes
- Workday Release Notes ([web site](https://utlists.utexas.edu/details/workday_release_notes))
- [Workday@UT Newsletter](https://utlists.utexas.edu/details/workday_at_ut_newsletter)
- [HR Spectrum](https://hr.utexas.edu/manager/hrspectrum) - An employee is added to HR Spectrum when they are assigned the following roles in Workday: Academic HR Partner, Academic HR Executive, HR Partner, HR Executive, Absence Partner, HR Analyst, and Recruiter. The updates are made nightly. These roles will receive meeting invitations and periodic announcements about HR related matters.
- se-forum@utlists.utexas.edu - student employee forum - for managing student employment

**Staff who process costing** transactions in Workday

*(Cost Center Managers)*

- coe-hr-financetaskforce
- financial.contacts
- hbpnews@utlists.utexas.edu
- Subscribe to News from askUS
- Subscribe to askUS Release Notes
- Workday Release Notes ([web site](https://utlists.utexas.utexas.edu/details/workday_release_notes))
- [Workday@UT Newsletter](https://utlists.utexas.edu/details/workday_at_ut_newsletter)
- [Financial and Administrative Services communications](https://utlists.utexas.edu/details/financial_administrative_services) ([web site](https://utlists.utexas.edu/details/financial_administrative_services))

**Staff who approve transactions** in Workday

*(HR Executives/Academic HR Executives)*

- coe-hr-financetaskforce
- deans-office-faculty-contacts@utlists.utexas.edu (for Dean's Office faculty contacts)
- Subscribe to News from askUS
- Subscribe to askUS Release Notes
- Workday@UT Newsletter ([web site](https://utlists.utexas.edu/details/workday_at_ut_newsletter))
Staff/administrators who work with **graduate students**

- dept_contacts_intl_scholars
- gcnetwork@utlists.utexas.edu
- se-forum@utlists.utexas.edu - student employee forum - for managing student employment
- Microsoft Team: SE Forum Community. Request to join [here](#).

Staff/administration who work with **undergraduate students**

- dept_contacts_intl_scholars
- se-forum@utlists.utexas.edu - student employee forum - for managing student employment
- Microsoft Team: SE Forum Community. Request to join [here](#).

Staff who work with **scholarships and fellowships**

- Scholarship/fellowship creators and approvers: ss1_communication@utlists.utexas.edu
- Scholarship coordinators: schol-coords@utlists.utexas.edu

Staff/administrators who work with **faculty**

- dept_contacts_intl_scholars

Staff/administrators who work with **grants and contracts**

- research_administrators_network@utlists.utexas.edu

**Records management**

- ut-retention@utlists.utexas.edu

**Accounting/travel/voucher processors**

- travel-updates
- vp2_users
- financial.contacts
- hbpnews@utlists.utexas.edu
- purchasing_updates@utlists.utexas.edu
- Financial and Administrative Services communications (web site)

Please send suggested additions to this page and notifications about broken links to COE-HR@austin.utexas.edu.