Listservs and Newsletters

UT Lists home page: 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 for support.

- Listservs:
  - coe-hr-finance_taskforce: HR and Finance business contacts in COE units, who may or may not have assigned Workday roles
  - coe-deansoffice_staff: 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-finance_taskforce and coe-deansoffice_staff

Maintained by the Dean's Office
Email help@education.utexas.edu for support.

- coe_docsign_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.

Recommended listservs and newsletters by role

Staff with HR roles
(HR Partners, HR Executives, Timekeepers, Absence Partners, etc.):

- coe-hr-finance_taskforce
- Subscribe to News from askUS
- Subscribe to askUS Release Notes
- Workday Release Notes (web site)
- Workday@UT Newsletter (web site)
- 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-finance_taskforce
- financial_contacts
- hbpnews@utlists.utexas.edu
- Subscribe to News from askUS
- Subscribe to askUS Release Notes
- Workday Release Notes (web site)
- Workday@UT Newsletter (web site)
- Financial and Administrative Services communications (web site)

Staff who approve transactions in Workday
(HR Executives/Academic HR Executives)

- coe-hr-finance_taskforce
- 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)
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
- Efforts listserv: visit [https://utlists.utexas.edu/sympa/info/effort_announcements](https://utlists.utexas.edu/sympa/info/effort_announcements) and click the “Subscribe” link on the left side of the page

**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.*