

Human Resources



If you are looking for information about your timesheet, holiday information, benefits information, or insurance overview or have other questions pertaining to being a UT staff member, we recommend you also check the [UT staff page](#).

Please [email the UGS human resource office](#) if the item you are looking for is not listed.

Please allow up to 20 business days for the UGS business office to process all requests.

- **All forms must be submitted typed.**

The UGS Business Office is REQUIRING a 30 day notice for ALL temporary appointments and independent contractors in order to ensure compliance with the University's policies and procedures.

Frequently Requested Forms

[New Onboarding](#)

[Evaluation Forms](#)

HR Request System:

- [HR Request Tutorial](#)
- [UGS Job Posting Template](#)
- [Verification of Employment](#)
- [Position Reclassification Request](#)

[Leave of Absence Application](#)

Frequently Requested Information

[Time Off](#)

[State Compensatory Time](#)

[Telecommuting](#)

[Policies for New Employees](#)

[Department of Defense Letter Procedures](#)

Link to Workday

[Workday Login, Training, Resources, Events, and News](#)

Hiring Student Workers

[Hiring Work Study Students](#)

[New Student Employee Checklist](#)

[Supervisor's Checklist for Hiring a New Student Employee](#)