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Typical Responsibilities of an Administrative Professional

The following are performed by the majority of administrative assistants. Many of the details for completing these responsibilities are found throughout the resource guide. Please contact Human Resource Services for a copy of your full job description.

Budget
In most departments or programs, the assistant is responsible for maintaining the department budget by keeping track of expenditures, reconciling records with reports, and processing invoices for supplies. Faculty members may request the assistant keep track of their grant information, as well. Each department/program is given an account number and all bills paid through the Business Office. Copies should be made of all bills for internal department records. Assistants might be issued a Procard (UT Austin credit card) to which departmental purchases may be charged. The assistant is responsible for reconciling the Procard each month and may be asked to reconcile the chairperson's/coordinator's College Procard as well. Note: Postage is automatically charged to your budget and typically you will not receive a receipt.

Correspondence
Assistants may maintain correspondence with various people through letters, phone calls and emails. It is recommended that accurate records be kept on the computer for future use and in a filing system for historical references.

Department Liaison
Assistants are often viewed as the liaisons between various offices on campus and the faculty within the department or program. It is important to relay any information in a clear, timely, and professional manner.

Department Meetings
Some assistants may be asked to attend department meetings, record the meeting minutes, and track follow up items.

Equipment Maintenance
The assistant is often relied upon to maintain the equipment in the department such as projectors, printers, and photocopy machines. For example, the assistant may be asked to replace toner and paper as needed; or call or email the ITS Helpdesk to arrange for repair of various departmental machines.

Event Planning
The assistant may be asked to assist in scheduling and coordinating events. This may involve reserving rooms through various internal/external contacts or systems, requesting catering services, technology needs, and negotiating vendor/venue contracts.

Receptionist
Administrative Assistants are typically the receptionists for the department or program. They answer the departmental phone and assist students and other people who come to the department.

Responsibility to the Department Chairperson/Program Coordinator and Other Faculty Members
The primary responsibility of the assistant is to the chair or coordinator of the department or program. It is the chairperson/coordinator who is the supervisor for the assistant and who is responsible for that individual's evaluation. The assistant also works for the other faculty members in the department or program. Those responsibilities include (but are not limited to) final preparations of course syllabi and examinations, ordering supplies, assistance with check requests, interdepartmental transfers, and travel arrangements. It may be helpful to keep a copy of the syllabus for each class within the department/program so as to anticipate reserve readings or exams. The assistant may be asked to assist department/program faculty in their absence, e.g., distributing various course materials to classes, showing in-class films,
cancelling classes. A faculty member may ask for assistance in reserving rooms and ordering food for various class functions.

**Telecommunications**
The assistant will contact Telecommunications to set up new faculty numbers, long-distance codes, accounts, and initial passwords.

**Textbooks & Course Schedules**

**Webpage Liaison**
Some assistants may be asked to design, create, and maintain department/program web pages and to serve as a web liaison.
## Administrative Duties Template

<table>
<thead>
<tr>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer Phones</td>
<td>Update calendar &amp; appointments</td>
<td>Order Office supplies</td>
<td>Order business cards</td>
</tr>
<tr>
<td>Check Voicemail</td>
<td>Print weekly schedule</td>
<td>Coordinate committee meetings</td>
<td>Department events</td>
</tr>
<tr>
<td>Organize desk area</td>
<td>Weekly reports</td>
<td>Determine needs for upcoming projects</td>
<td>Annual conferences and travel for person(s) you support</td>
</tr>
<tr>
<td>Fill business cards</td>
<td>Create checklist for upcoming tasks</td>
<td>Review job description to ensure you are meeting goals and expectations</td>
<td>Annual reports</td>
</tr>
<tr>
<td>Review previous days tasks and complete unfinished responsibilities</td>
<td>Coordinate staff and departmental meetings</td>
<td>Review calendars for next month’s meetings</td>
<td>Fiscal year reports</td>
</tr>
<tr>
<td>Check email and prioritize new assignments/tasks</td>
<td>Inventory supplies</td>
<td>Request to discuss upcoming meetings and determine needs</td>
<td>Schedule evaluations</td>
</tr>
<tr>
<td>Review calendar for appointments/mtgs</td>
<td>Organize email and update tasks with status</td>
<td>Check in with manager about upcoming meetings</td>
<td>Coordinate holiday parties and decorations</td>
</tr>
<tr>
<td>Daily checklist</td>
<td>Meet with supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set up conference rooms for meetings</td>
<td>Ensure timesheets are completed within the department</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Type meeting minutes and distribute appropriately</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### What I Wish I had Known Survey Results

1. What are three things or areas you needed more knowledge or experience with as you began your administrative career at The University of Texas?

<table>
<thead>
<tr>
<th>#</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Purchasing and accounting policies and procedures; HR policies; resource management and process efficiencies enhancement.</td>
</tr>
<tr>
<td>2</td>
<td>Excel, word, publisher, etc.</td>
</tr>
<tr>
<td>3</td>
<td>The understanding that the HR rules only apply to upper management, entry level employees are encouraged to find other employment if harassed by a supervisor.</td>
</tr>
<tr>
<td>4</td>
<td>1) MS Office Training 2) Understanding the Policy and Procedures for not only UT but intradepartmental HOP 3) Expectations for you and of you</td>
</tr>
<tr>
<td>5</td>
<td>More knowledge of the university's accounting policies and requirements would have been helpful. Working in Define.</td>
</tr>
<tr>
<td>6</td>
<td>It would've been great to have information about UT traditions. I would've liked to know how my job, in my dept, fit into the vision/mission of UT as a whole. Basics like how to file an insurance claim, how to get facilities services to come fix a problem, etc.</td>
</tr>
<tr>
<td>7</td>
<td>1. I would have liked to have received more of an understanding and in depth training on the financial processes and how they work, what the process is, who to turn things in to etc. 2. I would have also liked to have learned more about acs. what we use it for? how we do different functions on acs? 3. Learning the departments we work with the most, who are key people to get authorizations from, direction from, what questions go to what people.</td>
</tr>
<tr>
<td>8</td>
<td>No one explained to me about parking AND parking is a very big deal here. Not even at New Employee Orientation. I had to find out about it from my department but only after I asked and then after I went online. It really helps to know. I DID NOT receive formal training or know it was even available for *DEFINE and Records Management until I transferred into a new department after working at the University for 3 years.</td>
</tr>
<tr>
<td>9</td>
<td>Advanced Software knowledge, rules and regulations, Define.</td>
</tr>
<tr>
<td>10</td>
<td>1. DEFINE help, use of the screens and navigating around in DEFINE. People to contact for help rather than spending all the hours trying to figure it out. 2. Rules and Regulations help--Accounting and other Business rules, knowing where to get answers for questions or problems. 3. The biggest problem with starting at UT was that the classes offered in those things do NOT coincide with a new person's start schedule, and the new person cannot learn what they need to know right when they start their job, but must wait months for a class, when it's already too late.</td>
</tr>
<tr>
<td>11</td>
<td>1. University Policies 2. Online Systems Management programs developed specifically for UT-Austin (DEFINE, HRMS, FRMS, WORQS, etc.) 3. Computer applications specific to job position (FileMaker Pro, Web development software, MS Office, etc.)</td>
</tr>
<tr>
<td>12</td>
<td>Accounting procedures, structure of the university administration, and prioritizing new duties</td>
</tr>
<tr>
<td>13</td>
<td>A “family tree” or outline of the departments and their areas of responsibilities for staff in athletics.</td>
</tr>
<tr>
<td>14</td>
<td>*DEFINE International requirement: hiring, visitors Personnel/HRMS requirement</td>
</tr>
<tr>
<td>15</td>
<td>1. UT’s DEFINE system 2. Powerpoint knowledge</td>
</tr>
<tr>
<td>16</td>
<td>Computer skills Data base skills Where to find resources for all sorts of questions</td>
</tr>
<tr>
<td>17</td>
<td>A better list of links of where to find information would have been very helpful.</td>
</tr>
<tr>
<td></td>
<td>Business procedures and Define</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>18</td>
<td>It would have been nice to have an orientation session to all the resources/services available within the department and the university. This takes a lot of time to find these on your own.</td>
</tr>
<tr>
<td>19</td>
<td>I have been an admin for many years, but I really like having a network of other admins to bounce ideas off or maybe learn a better way of doing things.</td>
</tr>
<tr>
<td>20</td>
<td>1. Information to understand the structure of the campus (how the units are organized) 2. Ways to get involved and connect with colleagues 3. Where to get needed training (mostly software, in my case)</td>
</tr>
<tr>
<td>21</td>
<td>who to REALLY call from help with stuff where to find the how-to's for DEFINE, etc. UT &quot;style&quot; for letters, website, etc.</td>
</tr>
<tr>
<td>23</td>
<td>&quot;Who&quot; to call for what and where to find org charts.</td>
</tr>
<tr>
<td>24</td>
<td>Training; insurance; and knowing who to contact across campus when I stumbled across issues I did not know how to proceed</td>
</tr>
<tr>
<td>25</td>
<td>1. how to use the UT website to find needed info 2. DEFINE instructions 3. how to find other admins with the skills I needed to learn quickly</td>
</tr>
<tr>
<td>26</td>
<td>1) Use of UT website 2) Where to refer callers 3) Computer training</td>
</tr>
<tr>
<td>27</td>
<td>UT specific programs such as Define Organizational structure of UT specifically HR List of &quot;who to ask&quot; for specific UT related questions</td>
</tr>
<tr>
<td>28</td>
<td>Career pathing. Learn about different mgmt styles &amp; communications styles Problem solving &amp; how to get info you need to do your job. Finding a mentor. Goal setting.</td>
</tr>
<tr>
<td>29</td>
<td>1) Knowing which offices/admins would be most important to me in my work. 2) I felt isolated in my first FT position at UT and had no idea how to network. 3) I did not know how to assert my skill/talent and ask for different and/or more challenging assignments.</td>
</tr>
<tr>
<td>30</td>
<td>I will refer just to my present job, which I took 15 years after my last full-time UT job. There was no training, unless you call sink or swim training. Fortunately, my peers--rather than my supervisor--helped me out. My present unit has different ways of doing things from the rest of the university. It was very rough figuring things out in an atmosphere of distrust and animosity, even though I had a lot of prior UT experience. I think these skills would be applicable to most positions: 1) How to organize an event or program. 2) How to manage your time, juggle and prioritize so that work is completed in a timely manner, especially when the work load may be cyclical--with times of very high demand. 3) How to get involved in the overall culture of the university.</td>
</tr>
</tbody>
</table>
Acronyms, Abbreviations And Common Terms

A B C D E F G H I K L M N O P Q R S T U V W X Y Z

3MAAP – 3 Monkeys and a plane 😊
12th Class Day - The official census date for counting enrollment, semester credit hours, etc. for reporting to the Coordinating Board; used to determine funding; reported as ISDA12

-A-
AACRAO - American Association of Collegiate Registrars and Admissions Officers
AASCU-NASULGC - American Association of State Colleges and Universities/National Association of State Universities and Land-Grant Colleges
AAU - American Association of Universities; an organization of about 60 major research institutions
AAUDE - American Association of Universities Data Exchange; a voluntary organization of about 60 major research institutions who exchange data in a number of areas; some data reported anonymously
AAUP - American Association of University Professors
ABA – Answer by accident
ACE – Applied Computational Engineering
ADA – Americans with Disabilities Act
AIR - Association for Institutional Research; the professional organization for institutional researchers; national and international members; annual meeting in the spring
AIs – Assistant Instructors
AMP - Alliance for Minority Participation
AUF - Available University Fund

-B-
Big 12 Institutions - Baylor, Colorado, Iowa State, Kansas, Kansas State, Missouri, Nebraska, Oklahoma, Oklahoma State, Texas, Texas Tech, West Virginia University
BCP – Business Continuity Planning
BCS – Bowl Championship Series
BDP – Bridging Disciplines Program
BERs – Basic Education Requirements
BIA – Business Impact Analysis
BOD – Benefit of the doubt
BOR – Board of Regents
BUD – Budget Update Document

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CBE – Credit by Exam
CBM (004, 006, 009, etc.) - A series of reports submitting data to the Coordinating Board
CCAFR – Committee of Council on Academic Freedom and Responsibility
CCTV – Closed-circuit TV
CCYYYS - The five digit designation for century, year and semester, where the CC is the first two
digits of the century, YY is the last two digits of the year and the S is the semester (9 = Fall, 2 =
Spring, 6 = Summer; from the month when the semesters used to start); Fall 2005 = 20059
CDS - The Common Data Set (CDS) is a set of standard data and definitions created through the
collaborative effort of data providers in the higher education community and survey
publishers, such as the College Board, Peterson’s, and U.S. News & World Report
CEE – Continuing & Extended Education
CIP - Classification of Instructional Programs; federal designation of all academic
programs/majors, in form of six-digit codes
CMS – Content Management System
Cohort - A group of students that are followed throughout their academic careers, with the
original number always remaining the same
COIA – Coalition on Intercollegiate Athletics Councils
COLA – College of Liberal Arts
CPRIT – Cancer Prevention and Research Institute of Texas
CPU – Central processing unit
CSRDE - Consortium for the Study of Retention Data Exchange
CTBAC – College Tuition and Budget Advisory Committees
CUDPRA – Committee on Undergraduate Degree Program Review
CUPA - College and University Personnel Association

EAP – Employee Assistance Program
EEOC - Equal Employment Opportunity Commission
EOM – Electronic Office Management
EPC – Educational Policy Committee
ETS – Educational Testing Service

FACB – Faculty Advisory Committee on Budgets
Faculty Salary Analysis - Yearly (Fall) report of budgeted faculty salaries
FBS – Football Bowl Subdivision
FCEC – Faculty Council Executive Committee
FEMA – Federal Emergency Management Agency
FERPA – Family Education Rights and Privacy Act
FFIEC – Federal Financial Institutions Examination Council
FICE - Federal Interagency Commission on Education (UT Austin’s code is 003658)
FIGS – First Year Interest Groups
FLA – Fair Labor Association
FRA – Faculty Research Assignment
FRMS – Financial Resource Management System
FSSE - Faculty Survey of Student Engagement
FTE - Full Time Equivalent (as compared to headcount)
FTIC - First Time in College
FTP – File transfer protocol – a communications protocol governing the transfer of files from one computer to another over a network

GA – Graduate Assembly
GED – General Education Development
GETS – Government Emergency Telecommunications Service card program; GETS cards provide emergency access and priority processing for voice communications services in emergency situations
GIC – General Information Catalog
GRAs – Graduate Student Assistants
GSA – Graduate Student Assembly
GSR – Graduation Success Rate

HOP – Handbook of Operating Procedures
HRMS – Human Resource Management System
HVAC – Heating, ventilation, and air conditioning

IACM – Intercollegiate Athletics Council for Men
IACW – Intercollegiate Athletics Council for Women
IMA – Information Management and Analysis
IMS – Incident Management System – The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure designated to aid in the management of resources during incidents.
ITS - Information Technology Service
-J-

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-K-

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-L-

LAR - Legislature Appropriations Request
LBB - Legislative Budget Board
LEAP - Liberal Education in America's Promise
LGBTQ - Lesbian, Gay, Bisexual, Transgender, Queer Affairs
LOC - Library of Congress
LSSAC - Longhorn Scholars Student Advisory Council

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-M-

Matriculate - To enroll at a college or university
Media - Physical objects that store data, such as paper, hard disk drives, tapes, and compact disks (CDs)
Metadata - Data about data
MOA - Mode of Admission
MSI - Marine Science Institute
MYEdu - an interactive website to increase online advising efforts across UT institutions

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-N-

NAACP - National Association for the Advancement of Colored People
NACUBO - National Association of College and University Business Officers
National Comparison Group - Group of 11 institutions that UT Austin considers peers and compares itself to; UC Berkeley, UC Los Angeles, Illinois, Indiana, Michigan, Michigan State, Minnesota, North Carolina, Ohio State, Washington, Wisconsin; some data reported anonymously
NCAA - National Collegiate Athletic Association
NCES - National Center for Education Statistics, part of the U.S. Department of Education
NCHEMS - National Center for Higher Education Management Systems NSF - National Science Foundation
NFPA - National Fire Protection Association
NSF - National Science Foundation
NSSE - National Assessment of Student Engagement

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OCR – Optical character recognition – machine recognition of printed characters
OIE – Office of Institutional Equity - The office of OIE provides consultative and investigative services regarding allegations of sexual harassment or sexual misconduct.
OIR - Office of Institutional Research (a former name for the UT Austin Office of Information Management and Analysis; previous names also included Office of Institutional Studies)

PAR - Prior Approval Requests
PDC – Professional Development Center
PETEX – Petroleum Extension Service
PO – Purchase Order
PPAC – President’s Policy Advisory Committee
PSAC – President’s Student Advisory Council
PTR – Post Tenure Review
PUF - Permanent University Fund

QSA – Queer Students Alliance

RDA – Remote Data Access
ROTC  – Reserve Officers’ Training Corps
RPM – Recruitment and Position Manager

SACS-COC - Southern Association of Colleges and Schools-Commission on Colleges; the organization that provides the accreditation for UT Austin
SAIR - Southern Association for Institutional Research; the professional organization for institutional researchers in the Southern U.S. (Virginia to Florida to Texas)
SCC – Senate of College Councils
SCH - Semester Credit Hour
Schema – A cognitive framework or concept that helps organize and interpret information
SCUP - Society for College and University Planning
SDLC – Systems Development Life Cycle – A written strategy or plan for the development and modification of computer systems including initial approvals, development documentation, testing plans and results, and approval and documentation of subsequent modifications.
SEM - Science, Engineering, Mathematics, used for AMP reporting, also seen as STEM ? Science,
UEX – University Extension
UGS – College of Undergraduate Studies
UGSAC – Undergraduate Studies Advisory committee
UPS - Uninterruptible Power Supply, typically a collection of batteries that provide electrical power for a limited period of time
UT Institution – The University of Texas System's nine academic teaching institutions and six health centers.
UTPD – University Police Oversight Committee
UTS 124 – UT System policy on criminal background checks
UT System Administration – The central administrative offices that lead and serve the UT Institutions by undertaking certain central responsibilities that result in greater efficiency or higher quality than could be achieved by individual institutions or that fulfill legal requirements.

Resources:
1. Business Continuity, Plan Annex 2012; Office of the President
2. Emergency Management Plan 2012, Office of the President
3. Acronyms, Abbreviations and Common Terms; Information Management and Analysis
Index of Online Resources and Information

Academic Counselors Association

Academic Initiatives (provost’s office)

Accounting
  • Handbook of Business Procedures
  • Training Resources

Acronyms

Alcoholic Beverages - Guidelines for Serving Requests

Arts & Attractions

Asian/Asian American Faculty and Staff Association

AskUs

Association of Professionals in Student Affairs

Austin Exchange (OutlookWeb App)

Bandwidth

Benefits Overview

Bevoware: Software Downloads

Black Faculty and Staff Association

Budget Update Document (BUD)

Business Contracts

Calendar, Academic

Campus Maps

Career Management

CareerSmart
Carpools

Child Development Center

City Buses: Capital Metro

Compliance

Resources
- Compliance and Ethics Guide (.pdf)
- Compliance and Ethics Program Charter
- University Policy Office
- Legal Affairs
- Ombuds Office
- Office of Research Support
- Office of Sponsored Projects
- Export Controls
- Office of Institutional Equity
- Internal Audits
- Athletics Compliance Services and Risk Management
- Human Resource Services Compliance
- Behavior Concerns Advice Line (BCAL)
- Campus Climate Response Team (CCRT)
- University Police Department (UTPD)
- The University of Texas System-wide Compliance Program
- The University of Texas Office of General Counsel
- The University of Texas System Policy Library

References
- Standards of Conduct and Political Activities (Ethics Statement) online
- Standards of Conduct and Political Activities (Ethics Statement) paper forms
- Position of Special Trust
- Conflict of Interest
- Employee Financial Disclosure and Conflicts of Interest Statement
- Handbook of Operating Procedures (HOP)
- Regents’ Rules and Regulations
- UTS 119 – Institutional Compliance Program
- UT System Policy Library
- UT System Ethics Information

Computing

Conference Calls
Core Purpose and Values

Currency Exchange (OANDA)

Dead Battery Assistance

Deans and Department Chairs

Defensive Driving Classes

*DEFINE

Department System, UT Austin

Dine in Dollars

Doodle, Easy Scheduling

Earnings Statement

Educational Benefit, Staff

Electronic Office Management (EOM)

E-mail & Calendars

Employee Discount Program

Employee Information System

Events/lectures

Facilities Services

Faculty Election System

Family Matters (provost’s office)

Financial Resource Management System (FRMS)

Forms for Current Employees

Governing Bodies
  - Faculty Council
Graduate Assembly
Graduate Student Assembly
Senate of College Councils
Staff Council
Student Government

Graduate Coordinator Network

HRS Representative, find your

Hispanic Faculty and Staff Association

Holidays

Housing, UT Austin Off-Campus

Human Resource Management System (HRMS)

ID Cards

ITS Help & Support (475-9400)
- Abuse or incident reporting: 475-9242 or 475-9300, e-mail abuse@utexas.edu
- Chat with a Help Desk consultant
- Email your help request
- ITS Help Desk
- ITS Services and Solutions
- Submit a service request online

Ideas of Texas

iForty

Intercultural Programs

Insurance Overview

Internet Access Help

Inventory

KNOW
- Submit an Event
Lactation and Quiet Rooms

Learning Opportunities
- CareerSmart
- iForty
- Informal Classes
- ITS Information Analyst Training
- ITS Computer Training Services
- LBJ School of Continuing Education
- Staff Educational Benefit
- TxClass
- University Extension
- Work/life Events

Library privileges

Living in Austin - Entertainment and Recreation
- Around Austin
- Austin Convention & Visitors Bureau
- Arts & Attractions
- Explore & Have Fun
- Informal Classes
- Intramural Sports
- Sports Clubs
- Life in Austin
- Places to Eat
- Places to Live
- RecSports
- School Districts by County
- Texas Box Office
- Texas Performing Arts

Locked Car Assistance

Lost and Found

New Employees

Networking and Telecommunications
- Network Services: C2900, 471-NETS (471-6387), fax 471-2449, e-mail networking@its.utexas.edu
• Telecommunications Services: C3800, e-mail tn@its.utexas.edu
  Audiovisual and Multimedia Services: C3800, 471-9238, fax 471-7717, e-mail telecom@its.utexas.edu
  Cabling Services: C3800, 471-3641, fax 471-7717, e-mail telecom@its.utexas.edu
  Campus Security Systems: C3800, 471-3426, fax 471-3696, e-mail telecom@its.utexas.edu
  Telephone and Voice Mail Services: C3800, 471-5711 option 1, fax 471-8883, e-mail tn@its.utexas.edu
• Video Services: C3800, 471-9238, fax 471-7717, e-mail video@its.utexas.edu
  Cable TV: 471-9238
  Satellite Downlink and Uplink: 471-9238
  Videoconferencing: 471-9238
• Webcasts and Streaming Media: 471-9238

Notaries Public

OANDA, Currency Exchange

Ombuds Offices (faculty, staff, students)

Online Management Systems
I. Budget Update Document (BUD)
II. UT Austin Department System
III. Electronic Office Management (EOM)
IV. University Group Email System
V. Employee Information System
VI. Faculty Election System
VII. Financial Resource Management System (FRMS)
  A. Procurement
     1) eCommerce
     2) Requisition
     3) Purchase Order (PO)
     4) Receiving
     5) Inventory
        Inventory Services
     6) Point Plus
     7) Admin Functions
  B. Payment
     1) Vendor
     2) PO Payment
     3) Invoice
  C. Transfers
1) Transfer Details
2) Create
3) Document
4) Other Transfers

D. General Accounting
1) Account
   a. Account Balances Page
   b. Object Code Balances Page
   c. Clearing Account Employees Listing
   d. Inquiry View
2) Unit
   a. Organizational Hierarchy System
   b. Unit Balances
3) Transaction
   a. Transaction Listings
4) Dept. Accounting
   a. Under development - To access information about Departmental Accounting posting, transactions and reconciliation, see the LMM menu in *DEFINE.
5) Certification
6) Cash Receipt

E. Student Accounting
1) Scholarship
   Create a new award; search
2) Centralized Receivables
   Under development – use
   a. Autopay
   b. What I Owe
   c. Pay Tuition Bill
   d. Pay Tuition Loan
3) Refund
   Under development – use
   a. Where's My Check?
   b. My Bank Info
4) Loan
   Under development – use
   a. Tuition Loans
   b. Emergency Cash Loans
   c. Promissory Note Printing
   d. Loans Summary
   e. Pay Tuition Loan
5) Tuition & Fees
   Under development – use
   a. My Tuition Bill
   b. Resident Tuition Entitlement Waivers
c. IRS 1098-T Forms
d. Pay Tuition Bill

VI. Human Resource Management System (HRMS)

VII. Records Management Services

A. Where do I begin in managing my records?
   Checklist for Departmental Records Management Policy and Procedures:
   - Designate at least one Departmental Records Management Contact.
   - Obtain training in University records management policy and procedure.
   - Inventory records created, used, and retained in the department.
   - Develop a Departmental Records Management Plan.
   - Dispose of records in a consistent and routine manner as prescribed by the UTRRS, university records management policy and procedures, and in accordance with the Departmental Records

B. Guide to Records Management Services information:
   - Checklist for Departmental Records Management
     Guidelines for managing university records at the department level.
   - The University of Texas at Austin Records Retention Schedule (UTRRS)
     A schedule of official records of the university indicating the minimum length of retention before destruction or archival preservation.
   - Disposal of Records Overview
     An overview of the required procedures for disposing of official university records.
   - Request for Internal Approval to Dispose of State Records Forms
     The form required prior to destroying any official university record.
   - Guide to the UTRRS
     A helpful guide to the University Records Retention Schedule.
   - Austin Task
     The vendor to use for destruction of confidential records.
   - Subscribe to the Records Management Mailing List
     Sign up to receive records management news and information.
   - Training Resources
     Information about records management classes and other training resources.
   - Frequently Asked Questions
   - Contact Records Management Services Staff

VIII. Recruitment & Position Manager (RPM)
IX. Secure Messaging
X. SmartVoice
XI. Work Order Request & Query System (WORQS)

Parking for Persons with Disabilities

Parking, Staff

Parking and Transportation Services
Passport & ID Services

Performing Arts Center

Personnel

- Compensation Info
- EID Lookup
- Employee Assistance Program (EAP)
- Employee Services
  * HealthPoint (EAP, Occupational Health Program)
  * Conflict Management
  * Strategic Workforce Solutions
  * Employee Records Services
  * Learning and Development
    - CareerSmart
    - TxClass
    - Work/life Events
- Find your HRS Representative
- Hire-a-Longhorn
- Hiring & Separation
- Hourly Payroll Schedule
- Human Resource Management System (HRMS)
- Management Tools
- Ombuds Offices
- Performance Management
- Recruitment & Position Manager (RPM)
- Retirement Overview
- Temporary Staffing
- Timesheets

Pharmacy

Planning & Budgeting (provost’s office)

Pride and Equity Faculty Staff Association

Procurement Card Program

Project Management and Construction Services

Policies and Forms (provost’s office)
Prezi (an alternative to PowerPoint presentations)

Purchasing Help

Records Management Services

Recruitment & Position Manager (RPM)

RecSports

Reports, Research & Statistics (provost’s office)

Research Resources

Room reservations:

Student groups should contact Student Activities and Leadership Development in the Office of the Dean of Students, 471-3065.

- General purpose classrooms: Room Scheduling, Office of the Registrar, 475-7600
- Other facilities:
  - Perry R. and Nancy Lee Bass Lecture Hall: 471-9166
  - LBJ Auditorium: 471-3121
  - Performing Arts Center: 471-9166
  - Thompson Conference Center: 471-3121
  - Union Building: 475-6677

1. The School of Undergraduate Studies (UGS) has several rooms in Flawn Academic Center available for use for UGS programming and by other departments. Please use the information below to reserve a room.
   - FAC 1: Phaedra White
   - FAC 4 and FAC 302B: Kevin Dicken; office phone: 475-9470 – room is kept locked; give Kevin a call at least 15 minutes before meeting time.
   - Life Science Library Conference Rooms (managed by UGS signature course office)
     Contact: 471-4421

2. UT Electrical and Computer Engineering Room Reservations

3. Main 212 room reservation
   Office of the Executive Vice President and Provost
   Contact: Janice Hejl, 471-4363

4. Gebauer conference room reservations
   College of Liberal Arts
   Contact Stephanie Hollub, 232-7324

5. ACE Room Reservations
   Contact: Nanette Noorzad, 232-9084 or 232-9090

6. Main Building ITS conference rooms
   http://www.utexas.edu/its/about/rooms/

7. Texas Union room reservations
Contact: Matthew James: 475-6632 or 475-6677
8. Student Activity Center
   contact: sacreservations@universityunions.utexas.edu  512.475.6628
9. Alumni Center room reservations
   Contact: Allison Whitt, Sales Manager, Rosemary's Catering, 471.0875
10. AT&T Executive Education and Conference Center
    contact: sales department at 404-3629
11. UT Club room reservations
    Contact Jennifer Navarro, private events director: 333-0334
12. Commons Learning Center
13. TX Class: GF400
14. Room registration through the registrar
15. 40 Acres Catering: Scott Meyer, Director-Food Service, Division of Housing and Food Service,
    The University of Texas at Austin, P.O. Box 7666, Austin, Texas  78713, 512/475-7288

Retirement Overview

Safety and Security
- 911 and Other Important Safety Numbers
- Police Department
- Emergency Plans
- Emergency Communication Tools
- Safety Procedures
- Preparedness Central
- Emergency Information
- Behavior Concerns Advice Line (BCAL)
- Medical Emergencies
- Be Safe, Texas
- Live Safe Off Campus
- Crime Prevention Tips
- Campus Security and Crime Awareness
- Self-defense Class for Women: RAD
- Emergency Call Box Locations
- Defibrillators on Campus
- Lost & Found
- Assisting Students in Distress

Seasonal Flu Shots

Secure Messaging

SharePoint Overview
SharePoint Training Manual

Shuttle Buses

SmartVoice

Staff Educational Benefit

Staff Emergency Fund

Staff Organizations
- Academic Counselors Association
- Asian/Asian American Faculty and Staff Association
- Association of Professionals in Student Affairs
- Black Faculty and Staff Association
- Graduate Coordinator Network
- Hispanic Faculty and Staff Association
- iForty: UT Professionals' Network
- Intercultural Programs
- Pride and Equity Faculty Staff Association
- Universal Ladies Club
- Staff Council

Staff Parking

TA/AI Assistance

TXClass

Teleconferences

Texas Box Office

Texas Exes

Texas Performing Arts

Time Off Overview

Timesheets

Tower Talk
Town Meeting

Transportation
  • Biking
  • Orange Bike Project
  • Carpools
  • City Buses: Capital Metro
  • E-Bus
  • Vanpools
  • Shuttle Buses
  • SURE Walk
  • Walking

Travel Management Services

Universal Ladies Club

University Jobs

University Libraries

University Unions

UTemps Employee

Utilities & Energy Management

Vanpools

Volunteer Opportunities

Walking

Web Conferencing

Web Publishing
  • Departmental Web Publishing
  • Web Publisher Requests
  • Web Publishing Guidelines
  • Web Publishing – learning to
  • Web Templates

WebSpace
Work Order Request & Query System (WORQS)

Writer's Style Guide