

Asset Management/Surplus

- **Description:** Controlling property, equipment screening, disposing of surplus and/or obsolete equipment, obtaining surplus material and equipment
- **Website:** uah.edu/business-services/faculty-staff/asset-management
- **Phone number:** 256.824.6315
- **Email:** assetmgmt@uah.edu
- **Forms:** uah.edu/business-services/faculty-staff/asset-management/forms

Benefits

- **Description:** Insurance, Retirement, Work-Life, Life Event Changes, HR Connection
- **Website:** uah.edu/hr/benefits
- **Phone number:** 256.824.6640
- **Email:** benefits@uah.edu
- **Benefits Eligibility:** uah.edu/hr/benefits/eligibility

Business Services

- **Description:** Procurement, PCARD, Mail Services, Copy Center, Central Receiving & Shipping, Travel and Reimbursement
- **Website:** uah.edu/business-services
- **Phone number:** 256.824.6484
- **Requisition training and support:** 256.824.6492
- **Who to contact by commodity:** uah.edu/business-services/faculty-staff/procurement-services/who-to-contact

Facilities Maintenance

- **Description:** Submit maintenance work requests through the Maintenance Request Form on the Facilities & Operations website
- **Website:** uah.edu/facilities-and-operations/facilities/maintenance-request
- **Phone number:** 256.824.6490
- **Email:** wodesk@uah.edu

Giving

- **Description:** Through work in public relations, publications, alumni relations, and development, University Advancement brings influential and important stakeholders closer to the University resulting in financial support for UAH scholarships, programs, colleges, and departments
- **Support Goal for 21-22:** Our UAH Last Mile Fund provides much needed support to our hardworking scholars at a time when help is most critical - the last year of their degree.
- **Staff Specific Support:** The Staff Senate Scholarship is awarded to a university staff member working toward a 4-year degree.
- **Website:** uah.edu/giving

- **Phone number:** 256.824.GIVE

- **Email:** uahadv@uah.edu

Human Resources

- **Description:** Employment Opportunities, Employee Onboarding and Offboarding, Employee Relations, Employee Benefits, HRIS, Charger Fit Wellness
- **Website:** uah.edu/hr
- **Phone number:** 256.824.6545
- **Email:** hr@uah.edu

In Case of Emergency

- **Description:** Emergency Procedures, Emergency Guidebook, Campus Safety and Security Reports, Police Department, Environmental Health & Safety, UAlert
- **Website:** uah.edu/emergency

Phone Numbers

- **Police + Fire + EMS + Hazardous Materials Incidents:** 911 or 256.824.6911
- **Utility Failures:** 256.824.6490 during business hours or 256.824.6596 at all other times including holidays

Key Requests/Lock Changes

- **Description:** Request building access (via physical key or card key) through the forms on the Facilities and Operations website. The employee access form must be submitted to the Police Department. (cardkey@uah.edu) The student employee access form must be submitted to the Charger Card Office. (chargercard@uah.edu)
- **Website:** uah.edu/facilities-and-operations/facilities/forms
- **Phone number:** 256.824.6490

Lost or Stolen Keys/Locked Out of Office

- **Description:** Lost or stolen keys are to be reported immediately to appropriate supervisors or designees and within 24 hours to the Police Department. If you are locked out of your office, the Police Department will grant you access when you show your ID.
- **Policy:** uah.edu/images/administrative/policies/06.06.13-FA_FO_Keys_and_Building_Access_Policy.pdf
- **Phone number:** 256.824.6596
- **Email:** police@uah.edu

Office of Environmental Health & Safety

- **Description:** Promotes occupational and facilities safety and environmental stewardship
- **Website:** uah.edu/oehs
- **Phone number:** 256.824.6053
- **Email:** oehs@uah.edu

Office of Information Technology

- ▶ **Description:** Charger ID and Password, Campus Technologies, Computers and Software, Telecommunications, Networks, Cybersecurity, Campus Printing, Duo
- ▶ **Service requests:** uah.teamdynamix.com/TDClient/Requests/ServiceCatalog
- ▶ **Website:** uah.edu/oit
- ▶ **Phone number:** 256.824.3333
- ▶ **Email:** helpdesk@uah.edu

Office of Marketing and Communications

- ▶ **Description:** Graphic Design, Web Design, Photography/Videography, Press Releases, Promotion, Advertising
- ▶ **Website:** uah.edu/omc
- ▶ **Phone number:** 256.UAH.NEWS (256.824.6397)
- ▶ **Email:** omc@uah.edu

Parking

- ▶ **Description:** All students and employees who park a vehicle on campus must pay an annual parking fee, register their vehicle, and correctly display a current parking permit
- ▶ **Website:** uah.edu/vpsa/auxiliary-services/parking
- ▶ **Phone number:** 256.824.6595
- ▶ **Email:** parking@uah.edu

Payroll

- ▶ **Description:** Bi-weekly Payroll, Bi-weekly Payroll Calendars, Web Time Entry, TimeClock Plus, Direct Deposit, W-2 Information, Tax Information
- ▶ **Website:** uah.edu/payroll
- ▶ **Phone number:** 256.824.2254
- ▶ **Email:** payroll@uah.edu
- ▶ **Forms:** uah.edu/payroll/forms

Planning, Design & Construction

- ▶ **Description:** Building Information, Capital Projects, Renovations, Finish Upgrades, Furniture Procurement
- ▶ **Website:** uah.edu/facilities-and-operations/pdc
- ▶ **Phone number:** 256.824.2410
- ▶ **Email:** fopdc@uah.edu
- ▶ **Forms:** uah.edu/facilities-and-operations/pdc/standards

Police Department

- ▶ **Description:** 24-Hour Patrol, Investigative Services, Crime Prevention Strategies
- ▶ **Website:** uah.edu/police
- ▶ **Emergency:** 256.824.6911
- ▶ **Non-emergency:** 256.824.6596
- ▶ **Email:** police@uah.edu

Room Reservations

- ▶ **Description:** Reserve space for events using Astra Schedule software; list of contacts for scheduling other spaces on campus
- ▶ **Website:** uah.edu/registrar/scheduling
- ▶ **Astra direct link:** aas.uah.edu

CU, CTC, Chan Auditorium Room Reservations

- ▶ **Website:** uah.edu/event-services/reserve-a-venue
- ▶ **Email:** eventservices@uah.edu
- ▶ **Phone number:** 256.824.3625

SSB Room Reservations

- ▶ **Email:** emily.burnett@uah.edu
- ▶ **Phone number:** 256.824.6802

Staff Senate

- ▶ **Description:** Body of 24 members who serve as the representative voice for all UAH staff members
- ▶ **Website:** uah.edu/staff-senate
- ▶ **Email:** staffsenate@uah.edu

Title IX/ODEI

To report any sexual misconduct or other discrimination concerns, contact The Office of the Vice President for Diversity, Equity and Inclusion at **256.824.4600**

- ▶ **Sexual Misconduct Policy:** uah.edu/title-ix
- ▶ **Equal Opportunity and Affirmative Action Policy:** uah.edu/non-discrimination-title-ix

University Organizational Chart

- ▶ **Description:** UAH Organizational Chart showing leadership and department structure
- ▶ **Website:** uah.edu/about/leadership/org-chart

University Policies & Procedures

- ▶ **Description:** University-wide policies and procedures
- ▶ **Website:** uah.edu/policies
- ▶ **Misc:** Many UAH departments have their own policies, which can be found by accessing each department's website

Important Phone Numbers

- ▶ **Emergency Police:** 256.824.6911
- ▶ **Non-emergency Police:** 256.824.6596
- ▶ **OIT:** 256.824.3333
- ▶ **Procurement:** 256.824.6484
- ▶ **OMC:** 256.824.6397
- ▶ **Payroll:** 256.824.2254
- ▶ **Human Resources:** 256.824.6545