

# Table of Contents

**Who to Contact for What** ..... 1



# Who to Contact for What

<b>Benefits Information</b>	Employee Services 303-860-4200, Opt. 3 <a href="mailto:EmployeeServices@cu.edu">EmployeeServices@cu.edu</a>
<b>Book Orders</b>	Submit a request using the <a href="#">Purchase Request Form</a> .
<b>Business Cards</b>	Visit <a href="#">Printing Services</a> website. <i>You will need a speedtype for payment (consult supervisor).</i>
<b>Catering Requests</b>	Submit a request using the <a href="#">Purchase Request Form</a> .
<b>Conference Registration</b>	Submit a request using the <a href="#">Conference Registration Form</a> .
<b>Contact Information (Update/Change)- includes emergency contact</b>	In the UCD Access Portal, go to <b>CU Resources</b> (if not your homepage already)> CU Resources Home (drop-down menu)> <b>My Info and Pay &gt; My Info</b> .
<b>Copier Code</b>	<a href="mailto:SEHDFinance@ucdenver.edu">SEHDFinance@ucdenver.edu</a>
<b>Direct Deposit (Update/Change)</b>	Make changes to your direct deposit online. Instructions <a href="#">here</a> .
<b>Eco-Pass</b>	Parking & Transportation Services 303-556-8385 777 Lawrence Way, 1 <sup>st</sup> Floor
<b>Emergency/Crime Reporting</b>	<a href="#">Auraria Campus Police</a> <a href="#">Anschutz Campus Police</a>
<b>Exam (or Desk) Copies</b>	Faculty personally request exam (desk) copies directly from the publisher.
<b>Expense Reimbursements</b> <i>*must have prior approval*</i>	<a href="mailto:SEHDFinance@ucdenver.edu">SEHDFinance@ucdenver.edu</a>
<b>ID Card</b>	<a href="mailto:SEHDHR@ucdenver.edu">SEHDHR@ucdenver.edu</a> 303-315-0010
<b>Name Tag</b>	To order a name tag, please contact JáNet Hurt (1145), <a href="mailto:JaNet.Hurt@ucdenver.edu">JaNet.Hurt@ucdenver.edu</a> , 303-315-8965
<b>Master Keys</b>	<b>7<sup>th</sup> Floor</b> – Shakira Anderson (717), Front desk, and Tech Team (724) <b>11<sup>th</sup> Floor</b> – JáNet Hurt (1145), Tricia Ball (1143)
<b>Office Furniture</b>	<a href="mailto:JaNet.Hurt@ucdenver.edu">JaNet.Hurt@ucdenver.edu</a> 303-315-8965
<b>Office Key</b>	Submit a key request to <a href="mailto:JaNet.Hurt@ucdenver.edu">JaNet.Hurt@ucdenver.edu</a> <b>Please provide:</b> Room/Office, # of keys needed, the person's first and last name, employee ID and a speedtype (only charged if the key is not returned).
<b>Office Supplies</b>	<a href="#">Purchase Request Form</a> <b>6<sup>th</sup> Floor</b> -In the mailroom (605) – the three cabinets underneath the mailboxes; also in the 6 <sup>th</sup> floor meeting/work space across from the windows of classroom 648 – the three cabinets underneath the printer station. <b>7<sup>th</sup> Floor</b> -The cabinets in the work/color copier area near faculty mailboxes (across from 717). <b>11<sup>th</sup> Floor</b> -Storage closet 1144 (next to JáNet's office).
<b>Parking Garages</b>	Auraria Campus Parking (303)-556-2003

<b>Parking Passport</b> <i>pre-paid parking on campus lots at discounted rate</i>	Parking & Transportation Services 303-556-2003
<b>Payroll Issues</b>	Faculty, contact <a href="mailto:Hiromi.Agena@ucdenver.edu">Hiromi.Agena@ucdenver.edu</a> , 303-315-6320 Staff, contact SEHD HR, <a href="mailto:sehdhr@ucdenver.edu">sehdhr@ucdenver.edu</a>
<b>Room Reservation</b>	<p>Submit a request using the <a href="#">Campus EMS Web App</a>  <b>You must have an EMS Account to do this.</b> If you do not already have an EMS account, you can request one on the EMS Homepage (top right). If you regularly request/need rooms for meetings/events, please request an EMS account and submit all room requests via EMS. Please note, all SEHD Rooms are listed under "CU Denver Department Conference Rooms".</p> <p>For rare room requests and if you do not have an EMS account, you can email <a href="mailto:sehdhelp@ucdenver.edu">sehdhelp@ucdenver.edu</a>. You will have to use this method to reserve LSC 1100.  <b>Please provide meeting/event title, date, start &amp; end time, expected number of attendees, and any specific equipment/room requirements.</b></p> <p>Those needing to reserve a room for comps, proposal or final dissertation/DRP/Thesis defenses, please use this link to request a room:  <a href="https://forms.ucdenver.edu/secure/sehd_student_room_request">https://forms.ucdenver.edu/secure/sehd_student_room_request</a></p>
<b>Student Forms</b>	<p>Grade Changes, Schedule Adjustment Forms, and Special Processing Forms are available at the front desk on the 7th floor.</p> <p>Electronic copies of the Schedule Adjustment Form and the Special Processing Form are available on the <a href="#">registrar's website</a>. The program Academic Advisor will process the forms after they have been filled out by the faculty and/or involved students.</p>
<b>Technology (issues)</b> <i>includes Computer, Email, Printer, Copier, and Fax</i>	Submit a ticket request at <a href="mailto:sehdhelp@ucdenver.edu">sehdhelp@ucdenver.edu</a> .
<b>Telephone (issues)</b> <i>(i.e. static in the line, display not working, phone not ringing, activating a data jack, moving phones)</i>	<p>OIT Help Desk</p> <p><a href="http://www.ucdenver.edu/offices/office-of-information-technology/get-help">www.ucdenver.edu/offices/office-of-information-technology/get-help</a>  303-724-HELP (4357)  <a href="mailto:UCD-OIT-HelpDesk@ucdenver.edu">UCD-OIT-HelpDesk@ucdenver.edu</a></p>
<b>Telephone Number (acquiring)</b>	<a href="mailto:sehdhelp@ucdenver.edu">sehdhelp@ucdenver.edu</a>
<b>Telephone and Internet Resources</b>	Visit the <a href="#">Resource page</a> from the Office of Information Technology
<b>Work Requests</b> <i>(i.e. temp/HVAC issues, housekeeping, building maintenance, as well as billable services-having things hung)</i>	<p>Facilities Management  LSC 3rd Floor, Suite 360  303-315-7777</p> <p>Submit online request <a href="https://cu.emscloudservice.com/web/">https://cu.emscloudservice.com/web/</a>  Use same login credentials as UCD Access.  <i>*Online request system works from within the secure network, and works best in Chrome.</i></p>

<b>Work Requests</b> <i>(i.e. requests for photocopies)</i>	<p><a href="mailto:AcademicServices@ucdenver.edu">AcademicServices@ucdenver.edu</a></p> <p>Please provide at least three business days of advance notice for all work requests.</p> <p>If you submit your work request electronically using the email listed above, please include the following information:</p> <p>Name</p> <p>Due Date</p> <p>Information about the work needing to be completed</p> <p>Your copy code</p> <p>For very large print jobs (over 250 pages), you will need to use the <a href="#">Anschutz Copy Center</a>.</p> <p>You will need to provide the copy center with your speed type. Please contact <a href="#">Daisy Salazar</a> with questions about your speed type or copy code.</p> <p>As a reminder, there is a second printer (black &amp; white) on the 7<sup>th</sup> floor near the NxtGEN offices that is available for copies in case the color copier is in use. There are also copiers on the 6<sup>th</sup> and 11<sup>th</sup> floors.</p>
<b>W-4 (Update/Change)</b>	<p>Make changes to your W-4 online in the <a href="#">UCD Access Portal</a> under <b>CU Resources</b> (may be your homepage already)&gt; <b>CU Resources Home</b> (drop-down menu)&gt; <b>My Info and Pay</b> &gt;<b>W-4</b>.</p>

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