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# Who to Contact for What

<b>Benefits Information</b>	Employee Services <a href="#">PARATABLE_INS_303-860-4200</a> , Opt. 3 <a href="#">PARATABLE_INS_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. <a href="#">PARATABLE_INS_You will need a speedtype for payment (consult supervisor)</a> .   <a href="#">Catering Requests</a>   Submit a request using the <a href="#">Purchase Request Form</a> .   <a href="#">Conference Registration</a>   Submit a request using the <a href="#">Conference Registration Form</a> .   <a href="#">Contact Information (Update/Change)</a> - <a href="#">PARATABLE_INS_includes emergency contact</a>	In the UCD Access Portal, go to <b>CU Resources</b> (if not your homepage already)> CU Resources Home (dropdown menu)> <b>My Info and Pay</b> > <b>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 <a href="#">PARATABLE_INS_303-556-8385</a> <a href="#">PARATABLE_INS_777</a> Lawrence Way, 1 <sup>st</sup> Floor	
<b>Emergency/Crime Reporting</b>	<a href="#">Auraria Campus Police</a> <a href="#">PARATABLE_INS_Anschutz Campus Police</a>   <a href="#">Exam (or Desk) Copies</a>   Faculty personally request exam (desk) copies directly from the publisher.   <a href="#">Expense Reimbursements</a> <a href="#">PARATABLE_INS_must have prior approval</a>	<a href="mailto:SEHDFinance@ucdenver.edu">SEHDFinance@ucdenver.edu</a>
<b>ID Card / Badge</b>	<a href="#">PARATABLE_INS_Please get a signed authorization form through SEHD HR before visiting the ID Station at Auraria campus</a> : <a href="mailto:PARATABLE_INS_SEHDHR@ucdenver.edu">PARATABLE_INS_SEHDHR@ucdenver.edu</a> <a href="#">PARATABLE_INS_PARATABLE_INS_(303)315-6331</a>	
<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) <a href="#">PARATABLE_INS_11<sup>th</sup> Floor</a> - JáNet Hurt (1145), Tricia Ball (1143)   <b>Office Furniture</b>   <a href="mailto:JaNet.Hurt@ucdenver.edu">JaNet.Hurt@ucdenver.edu</a> <a href="#">PARATABLE_INS_303-315-8965</a>	
<b>Office Key</b>	Submit a key request to <a href="mailto:JaNet.Hurt@ucdenver.edu">JaNet.Hurt@ucdenver.edu</a> <a href="#">PARATABLE_INS_Please provide</a> : 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> <a href="#">PARATABLE_INS_6<sup>th</sup> Floor</a> -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. <a href="#">PARATABLE_INS_7<sup>th</sup> Floor</a> -The cabinets in the work/color copier area near faculty mailboxes (across from 717). <a href="#">PARATABLE_INS_11<sup>th</sup> Floor</a> -Storage closet 1144 (next to JáNet's office).	
<b>Parking Garages</b>	Auraria Campus Parking <a href="#">PARATABLE_INS_(303)-556-2003</a>   <b>Parking Passport</b> <a href="#">PARATABLE_INS_pre-paid parking on campus lots at discounted rate</a>	Parking & Transportation Services <a href="#">PARATABLE_INS_303-556-2003</a>   <b>Payroll Issues</b>   Faculty, contact <a href="mailto:Hiromi.Agena@ucdenver.edu">Hiromi.Agena@ucdenver.edu</a> , 303-315-6320 <a href="#">PARATABLE_INS_Staff</a> , contact SEHD HR, <a href="mailto:sehchr@ucdenver.edu">sehchr@ucdenver.edu</a>
<b>Room Reservation</b>	<a href="#">PARATABLE_INS_Submit a request using the Campus EMS Web App</a> <a href="#">PARATABLE_INS_You must have an EMS Account to do this</a> . 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". <a href="#">PARATABLE_INS_PARATABLE_INS_For rare room requests and if you do not have an EMS account, you can email sehhelp@ucdenver.edu</a> . You will have to use this method to reserve LSC 1100. <a href="#">PARATABLE_INS_Please provide meeting/event title, date, start &amp; end time, expected number of attendees, and any specific equipment/room requirements</a> . <a href="#">PARATABLE_INS_PARATABLE_INS_Those needing to reserve a room for comps, proposal or final dissertation/DRP/Thesis defenses, please use this link to request a room: https://forms.ucdenver.edu/secure/sehd_student_room_request</a>   <b>Student Forms</b>   Grade Changes, Schedule Adjustment Forms, and Special Processing Forms are available at the front desk on the 7th floor. <a href="#">PARATABLE_INS_Electronic copies of the Schedule Adjustment Form and the Special Processing Form are available on the 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.	
<b>Technology (issues)</b> <a href="#">PARATABLE_INS_includes Computer, Email, Printer, Copier, and Fax</a>   Submit a ticket request at <a href="mailto:sehhelp@ucdenver.edu">sehhelp@ucdenver.edu</a> .   <b>Telephone (issues)</b> <a href="#">PARATABLE_INS_(i.e. static in the line, display not working, phone not ringing, activating a data jack, moving phones)</a>	<a href="#">PARATABLE_INS_CU Denver OIT - help and resources</a> <a href="#">PARATABLE_INS_303-724-HELP (4357)</a> <a href="#">PARATABLE_INS_UCD-OIT-HelpDesk@ucdenver.edu</a>   <b>Telephone Number (acquiring)</b>   <a href="mailto:sehhelp@ucdenver.edu">sehhelp@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> <a href="#">PARATABLE_INS_(i.e. temp/HVAC issues, housekeeping, building maintenance, as well as billable services-having things hung)</a>	

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