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



# Who to Contact for What

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| <b>Benefits Information</b>  | Employee Services<br>303-860-4200, Opt. 3<br><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.<br><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<br>303-556-8385<br>777 Lawrence Way, 1 <sup>st</sup> Floor   |
| <b>Emergency/Crime Reporting</b>                                       | <a href="#">Auraria Campus Police</a><br><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><br><i>*must have prior approval*</i>     | <a href="mailto:SEHDFinance@ucdenver.edu">SEHDFinance@ucdenver.edu</a>   |
| <b>ID Card / Badge</b>   | Please get a signed authorization form through SEHD HR before visiting the ID Station at Auraria campus:<br><br><a href="mailto:SEHDHR@ucdenver.edu">SEHDHR@ucdenver.edu</a><br><br>(303)315-6331  |
| <b>Name Tag</b>  | To order a name tag, please contact JáNet Hurt (1145),<br><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)<br><b>11<sup>th</sup> Floor</b> – JáNet Hurt (1145), Tricia Ball (1143)  |
| <b>Office Furniture</b>  | < <a href="mailto:JáNet.Hurt@ucdenver.edu">JáNet.Hurt@ucdenver.edu</a> ><br>303-315-8965   |
| <b>Office Key</b>  | Submit a key request to < <a href="mailto:JáNet.Hurt@ucdenver.edu">JáNet.Hurt@ucdenver.edu</a> ><br><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). |

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| <p><b>Office Supplies</b></p>   | <p><a href="#">Purchase Request Form</a><br/> <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.<br/> <b>7<sup>th</sup> Floor</b> -The cabinets in the work/color copier area near faculty mailboxes (across from 717).<br/> <b>11<sup>th</sup> Floor</b> -Storage closet 1144 (next to JáNet’s office).</p>  |
| <p><b>Parking Garages</b></p>   | <p>Auraria Campus Parking<br/>         (303)-556-2003</p>  |
| <p><b>Parking Passport</b><br/> <i>pre-paid parking on campus lots at discounted rate</i></p>   | <p>Parking &amp; Transportation Services<br/>         303-556-2003</p>   |
| <p><b>Payroll Issues</b></p>  | <p>Faculty, contact <a href="mailto:Hiromi.Agena@ucdenver.edu">Hiromi.Agena@ucdenver.edu</a>, 303-315-6320<br/>         Staff, contact SEHD HR, <a href="mailto:sehdhr@ucdenver.edu">sehdhr@ucdenver.edu</a></p>   |
| <p><b>Room Reservation</b></p>  | <p>Submit a request using the <a href="#">Campus EMS Web App</a><br/> <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.<br/> <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:<br/> <a href="https://forms.ucdenver.edu/secure/sehd_student_room_request">https://forms.ucdenver.edu/secure/sehd_student_room_request</a></p> |
| <p><b>Student Forms</b></p>   | <p>Grade Changes, Schedule Adjustment Forms, and Special Processing Forms are available at the front desk on the 7th floor.<br/>         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>   |
| <p><b>Technology (issues)</b><br/> <i>includes Computer, Email, Printer, Copier, and Fax</i></p>  | <p>Submit a ticket request at <a href="mailto:sehdhelp@ucdenver.edu">sehdhelp@ucdenver.edu</a>.</p>  |
| <p><b>Telephone (issues)</b><br/> <i>(i.e. static in the line, display not working, phone not ringing, activating a data jack, moving phones)</i></p> | <p><a href="#">CU Denver OIT</a> - help and resources<br/>         303-724-HELP (4357)<br/> <a href="mailto:UCD-OIT-HelpDesk@ucdenver.edu">UCD-OIT-HelpDesk@ucdenver.edu</a></p>   |
| <p><b>Telephone Number (acquiring)</b></p>  | <p><a href="mailto:sehdhelp@ucdenver.edu">sehdhelp@ucdenver.edu</a></p>  |
| <p><b>Telephone and Internet Resources</b></p>  | <p>Visit the <a href="#">Resource page</a> from the Office of Information Technology</p>   |

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| <p><b>Work Requests</b><br/> <i>(i.e. temp/HVAC issues, housekeeping, building maintenance, as well as billable services-having things hung)</i></p> | <p>Facilities Management<br/>         LSC 3rd Floor, Suite 360<br/>         303-315-7777<br/>         Submit online request <a href="https://cu.emscloudservice.com/web/">https://cu.emscloudservice.com/web/</a><br/>         Use same login credentials as UCD Access.<br/>         *Online request system works from within the secure network, and works best in Chrome.</p> |
| <p><b>Work Requests</b><br/> <i>(i.e. requests for photocopies)</i></p>  | <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>Please contact <a href="#">Daisy Salazar</a> with questions about your speed type or copy code.</p> <p>There are copiers on the 6th, 7th and 11th floors.</p>                             |
| <p><b>W-4 (Update/Change)</b></p>  | <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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Last update: **2025/11/03 17:43**

