

### University Organizational Chart

- ▶ **Description:** UAH Organization Chart showing leadership and department structure
- ▶ **Website:** [uah.edu/about/leadership/org-chart](http://uah.edu/about/leadership/org-chart)

### University Policies & Procedures

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

### Staff Senate

- ▶ **Description:** Representative body of 24 voting members who represent the UAH staff workforce
- ▶ **Website:** [uah.edu/staff-senate](http://uah.edu/staff-senate)
- ▶ **Email:** [staffsenate@uah.edu](mailto:staffsenate@uah.edu)

### Human Resources

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

### Benefits

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

### Payroll

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

### Campus Police

- ▶ **Description:** 24-Hour Patrol, Investigative Services, and Crime Prevention Strategies
- ▶ **Emergency:** 256.824.6911

- ▶ **Non-emergency:** 256.824.6911
- ▶ **Email:** [police@uah.edu](mailto:police@uah.edu)
- ▶ **Website:** [uah.edu/police](http://uah.edu/police)

### 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
- ▶ **Phone number:** 256.824.6595
- ▶ **Email:** [parking@uah.edu](mailto:parking@uah.edu)
- ▶ **Website:** [uah.edu/police/parking](http://uah.edu/police/parking)

### Office of Information Technology

- ▶ **Description:** Technological expertise and service
- ▶ **Website:** [uah.edu/oit](http://uah.edu/oit)
- ▶ **Services offered:** [uah.teamdynamix.com/TDClient/Requests/ServiceCatalog](http://uah.teamdynamix.com/TDClient/Requests/ServiceCatalog)
- ▶ **Phone number:** 256.824.3333
- ▶ **Email:** [helpdesk@uah.edu](mailto:helpdesk@uah.edu)

### Reserving Rooms

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

### Office of Marketing and Communications

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

### Key Requests/Lock Changes

- ▶ **Description:** Request building access (via physical key or card key) through the forms on the Facilities and Operations website
- ▶ **Website:** [uah.edu/facilities-and-operations/facilities/forms](http://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 University Police. 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](http://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](mailto:police@uah.edu)

### Maintenance Request

- ▶ **Description:** Submit maintenance work requests through the Maintenance Request Form on the Facilities and Operations website
- ▶ **Website:** [uah.edu/facilities-and-operations/facilities/maintenance-request](http://uah.edu/facilities-and-operations/facilities/maintenance-request)
- ▶ **Phone number:** 256.824.6490

### Purchasing/Bids

- ▶ **Description:** Purchase goods and services that ensure the educational and research goals of UAH
- ▶ **Who to contact by commodity:** [uah.edu/business-services/faculty-staff/procurement-services/who-to-contact](http://uah.edu/business-services/faculty-staff/procurement-services/who-to-contact)
- ▶ **Requisition training and support:** 256.824.2552
- ▶ **Main line:** 256.824.6484

### 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](http://uah.edu/business-services/faculty-staff/asset-management)
- ▶ **Phone number:** 256.824.6315
- ▶ **Email:** [assetmgmt@uah.edu](mailto:assetmgmt@uah.edu)
- ▶ **Forms:** [uah.edu/business-services/faculty-staff/asset-management/forms](http://uah.edu/business-services/faculty-staff/asset-management/forms)

### Office of Environmental Health & Safety

- ▶ **Description:** Promotes occupational and facilities safety and environmental stewardship
- ▶ **Website:** [uah.edu/oehs](http://uah.edu/oehs)
- ▶ **Phone number:** 256.824.6053
- ▶ **Email:** [oehs@uah.edu](mailto:oehs@uah.edu)

### Giving

- ▶ **Description:** Provide financial support to UAH scholarships, programs, colleges, and departments. UAH Foundation is the 501(c)3 fundraising arm for UAH.
- ▶ The Staff Senate Scholarship is awarded to a university staff member working toward a 4-year degree
- ▶ **Phone number:** 256.824.6127
- ▶ **Email:** [uahf@uah.edu](mailto:uahf@uah.edu)
- ▶ **Website:** [uah.edu/giving](http://uah.edu/giving)

### In Case of Emergency

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

### Title IX

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:** <https://www.uah.edu/title-ix>
- ▶ **Equal Opportunity and Affirmative Action Policy:** <https://www.uah.edu/non-discrimination-title-ix>