

Business Operations ^[1]

Overview: Business Operations supports UIS employees with general administrative assistance. Services include:

- Recruiting and hiring
- Supplies and Services
- Repairs and Installations, including Building Maintenance Requests and temperatures
- Badge Access
- Concur Expense Reports
- Procurement Card
- Training/Travel/Conference
- Employee Onboarding and Offboarding
- Budget Tracking and Procurement Requests
- International employee Visas and permanent resident Green Card processing

Benefits: Some of the benefits offered by UIS Business Operations include:

- Centralized administration of expenses and procurement
- Central repository for employee policies, procedures and training materials.
- Establish and execute employee engagement and community-building programs.

Who is eligible to use the service: All active UIS employees.

How to request access to the service: All active UIS employees are automatically given access to the service. Login to the [Business Operations](#) ^[2] document repository for administrative materials.

Groups audience:

University Information Services

Source URL:<https://www.cu.edu/uis/business-operations>

Links

[1] <https://www.cu.edu/uis/business-operations> [2] <https://sharepoint.cu.edu/sites/CUSYS/UIS/default.aspx>