



THE UNIVERSITY OF  
TEXAS AT AUSTIN

**DEPARTMENT OF  
STATISTICS &  
DATA SCIENCES**

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# WELCOME

## GENERAL INFORMATION



Welcome to the Department of Statistics and Data Sciences at the University of Texas at Austin. We're excited to have you join our team! To assist with your transition, please find helpful information & links below. If you have any additional questions, please reach out to any member of the SDS staff for assistance.

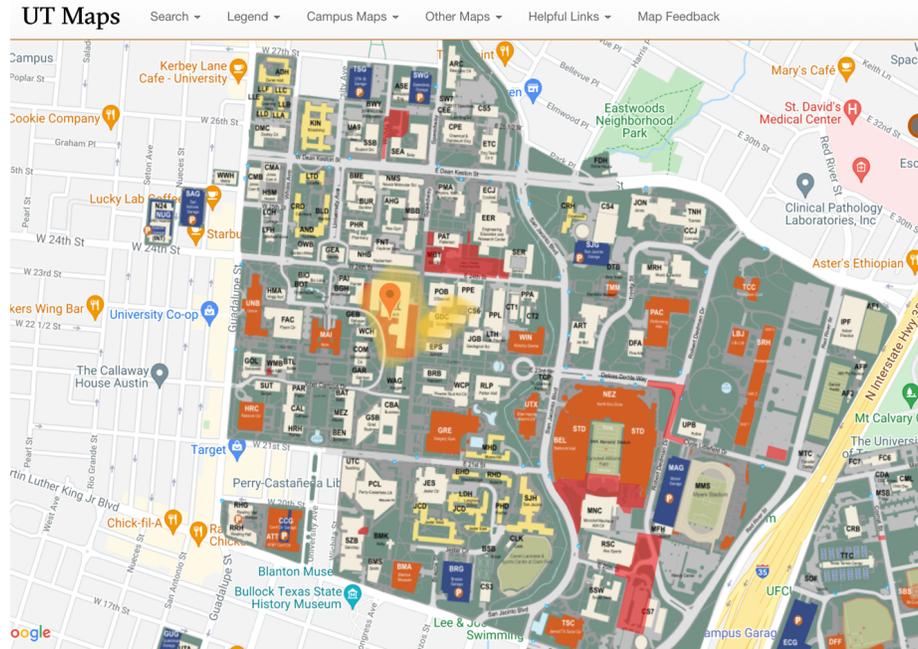
### **Important Links:**

- Workday: <https://workday.utexas.edu> (HR System)
- New Employee Welcome and Orientation: <https://hr.utexas.edu/current/new/new-employee-welcome-orientation>
- ID Center: [https://ut.service-now.com/sp?id=ut\\_bs\\_service\\_detail&sys\\_id=dc428de34fa69e0031eb7bcdo210c70c](https://ut.service-now.com/sp?id=ut_bs_service_detail&sys_id=dc428de34fa69e0031eb7bcdo210c70c)
- SDS Resource Page: <https://stat.utexas.edu/resources>

# AROUND UT



Below is a map of UT Campus. SDS Offices are highlighted in yellow.



## PARKING AND TRANSPORTATION

The F permit offers 10 different garage options available for parking, as well as surface lot options. Please contact Parking and Transportation for Availability.

- <https://parking.utexas.edu/parking/faculty-staff-parking>

## MAIL & KEYS

Our mailing address is 2317 Speedway, Stop D9800, Austin, TX 78712. We have two offices, one in Welch (105 E. 24th St, Ste 5.216, Austin, TX 78712) and GDC (2317 Speedway, Ste 7.504). Mail can be picked up from the mailboxes in GDC, or placed in your office. Please let SDS staff know your preference. If a key is needed for your office, please email [stat.admin@austin.utexas.edu](mailto:stat.admin@austin.utexas.edu) for assistance.

# SDS CONTACTS

## **PURCHASING**

If you need to make a purchase, including paying for memberships, conferences, or purchasing supplies for your office or research, please contact Victoria Obioma at [vobioma@austin.utexas.edu](mailto:vobioma@austin.utexas.edu) with information on what items you would like to purchase. When submitting a request, please include the following information:

- *Name of item (or direct link)*
- *Account number to be charged*
- *Location where you would like it shipped*

## **GRANTS/PROPOSALS**

Please contact [stat.admin@austin.utexas.edu](mailto:stat.admin@austin.utexas.edu) for assistance with grant proposals.

## **COURSE SCHEDULING/PLANNING**

Please contact Abby Black for questions about SDS courses such as scheduling, final exams and course instructor surveys, etc. Abby can be reached at [black@austin.utexas.edu](mailto:black@austin.utexas.edu).

## **HUMAN RESOURCES**

For general HR questions, please contact Victoria Obioma at [vobioma@austin.utexas.edu](mailto:vobioma@austin.utexas.edu). For questions regarding your faculty appointment, please contact Linda Song at [linda.song@austin.utexas.edu](mailto:linda.song@austin.utexas.edu).

# SDS PROCEDURES

## TRAVEL

The Request for Travel Authorization (RTA) form can be found [here](#). All RTA forms must be submitted at least 2-3 weeks in advance for domestic travel and 4-6 weeks in advance for international travel. RTAs must be approved by SDS staff prior to the trip. Allow at least 48 business hours for the request to be processed. If the request is urgent, fill out the form as normal and also contact the SDS Staff directly at [stat.admin@austin.utexas.edu](mailto:stat.admin@austin.utexas.edu). You will be notified when the request is processed.

For general travel planning and arrangement-making assistance, refer to [Travel Management Services](#). More personalized assistance is available through [Anthony Travel](#), contracted by UT to help book flights, hotels, etc. Booking with Anthony Travel is recommended to ensure costs are within UT's travel limits and are fully reimbursable.

\*\* Note that as of March 6th, 2020, **international** university-related travel must be booked by UT-contracted travel agents or UT's online booking tool, [Concur](#). Trips to travel advisory locations are restricted and require authorizations. More details are on the Travel Management Services website. Additionally, UT has a list of restricted regions due to safety risks, instability, etc. that can be found [here](#).

## REIMBURSEMENT REQUESTS

If you need to make reimbursement requests for events, travel, visitors, or employment related to the SDS department, fill out the appropriate form[s] linked below. Complete all fields and attach all receipts from purchases you're requesting reimbursement for. Allow at least 30 days, and sometimes longer

during high volume periods (the beginning and end of the fiscal year, holiday breaks) for the University Accounts Payable office to process payment. Check the status of your reimbursement by contacting the SDS Staff at [stat.admin@austin.utexas.edu](mailto:stat.admin@austin.utexas.edu).

- [SDS Reimbursement Request Form](#)
- [SDS Travel Reimbursement Form](#)

## VISITOR REQUESTS

Planning to host a visiting student or scholar through the department? Submit a [Visitor Request](#) form, referring to [SDS Visitor Policy](#) to find how early you should request and other SDS visitor-related procedures. UT also requires documents listed below for departmental visitors:

- *Scanned image of Government issued ID*
- *Current CV*
- *If applicable: PIF (Payee Information Form—required for reimbursement of any kind)*

Listed documents should be submitted [here](#) after you've completed the Visitor Request form. Missing documentation will result in processing delays.

\*\* Note: the International Office recommends that the request be initiated at least 3 months prior to appointment/program start date for visiting scholars/ students requiring a J-1 Visa.

## ENTERTAINMENT

An event for faculty entertainment can qualify for university funding if it both supports UT's institutional mission and serves a business purpose. If you're

planning an event that satisfies those requirements, visit SDS' Faculty Entertainment Expenses Info Sheet, found [here](#). The sheet details limits for entertainment expenses, instructions for reimbursement for meal expenses, rules about alcohol, attendee limits at faculty meals, and the types of entertainment expenses that are reimbursable.

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**Welcome to SDS!**