

## **Business Operations** <sup>[1]</sup>

**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](#) <sup>[2]</sup> document repository for administrative materials.

### **Groups audience:**

University Information Services

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**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>