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Time Subject to Conjument (9002) Selected to	Sender	Author Alan Grimes	EMMA Subaccount/Audience	Notes
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FEBRUARY 8/17/22 92:00 AM Parking and Transportation Round-Up email 1/18/22 92:00 AM Parking and Traffic Disruptions for the 3M Half Ms	PTS wathon pro-	Gioria Collina Gioria Collina		
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DECEMBER 12/1/2021	9:00 AM News from askLIS - December 1, 2021	askus	Stephen Gray	askUS Newsletter Custom List	7000
12/1/2021	Nominate a Student Todayl 2022 President's Student 10:00 AM Employee of the Year	HR	Chamarie Burke	faculty and staff	
12/1/2021 12/3/2021	11:30 AM HR Spectrum Agenda 8:00 AM Release Notes for December 2, 2021 New Report Available to Timekeepers: Timesheet	Stacey (SWS) askUS	Stacey Stephen Gray	Custom list for HR Spectrum Release Notes Sub List	Reconsisted due to date; a reconsist to enterp process
12/3/2021 12/3/2021 12/3/2021	New Report Available to Timekeepers: Timesheet 1:00 PM. Completion Report for Worker – SPT 15/15 15/00 AM. Exp. Disconter Events and Resources 2:00 PM. FAS Communications Weekly Report	askUS EAP FAS Comms	Stephen Gray Julia Lambers TBD	Workday Timekeepens Renefits Eligible Custom List to Leadenship UT Employees who have not elected paperless delivery	
12/3/2021	12:00 PM W-2 Opt in for Electronic Receipt Release Notes for Electronic Process Owners for	Tax Services	Kara Stoner/TRD		
126/2021 126/2021 126-129 TED	10.45 AM Finals & Winter Break Parking & Transportation Interior Appointments Announcement	PTS SVPICEO	Gioria Collins Kerri Sattles	Ralease Notes Sub List All students, All employees All FAS	
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129/2021 129/2021	11:00 AM 1095 C Paper Opt Out Email 1:00 PM Reminder: All-Staff Meeting Today	HR FPM	Steven Blackwell Raquel Garza	AL FPM	
1210/2021 1210/2021 TBD week of 1212 TBD	8:00 AM Release Notes for December 10, 2021 2:00 PM FAS Communications Weekly Report SVPICFO holiday card	FAS Comms SVPICFO	TBD Charlie Moore	As FPM Release Notes Sub List Custom List to Leadenship At FAS Employees	
1213/2021	Release Notes for Business Process Owners for 8:00 AM December 13, 2021 11:00 AM Building Community in Times of Change	askUS Health Point Wellnes	Stephen Gray ss Nosse	Release Notes Sub List Benefits Elipbie	
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16/2001 1/7/2001 1/7/2001 1/6/2001	10:00 AM Red River Realignment Construction Advisory 8:00 AM Wellness Updates	askUS CPC Nosse Payroll askUS	Stephen Gray Laurie Nosse O Sue Jones	Newsletter Custom List All non-student employees, All students Senefits Eligible W-2 recipients receiving paper forms Ralease Notes Sub-List	moved op hore 1912's per required
18/2021	800 AM News from sak125 – January 6, 2021 1000 AM Tool Flever Rassignment Construction Advisory E00 AM Vehicles Updates 12:00 FM Electrosic W-bs E00 AM Diseases Notes for January 8, 2021 Diseases Notes for Danises Process Cemers for E00 AM January 11, 2021	askUS askUS	Stephen Gray Stephen Gray	Raleane Notes Sub List BPO release notes list	
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1/11/2021 1/12/2021	2:00 PM Spectrum cancelled 10:00 AM Update your veteran or disability status in Workda	HR NY HR	Jennifer Nelson Michele Bennett	Spectrum HR Employees (FAS) Official - all employees	
1/13/2021 1/14/2021	is Student Employee of the Year Nominations Close 10:00 AM January 22nd at 5 p.m. 10:00 AM Form 1095-C- Opt Out of Paper Copy	HR HR Senetts	Michele Bennett Steven Blackwell	HR Employees (FAS) Official - all employees custom list	
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1/21/2021 1/22/2021	9:00 AM News from askUS – January 21, 2021 2:00 PM FAS Communications Weekly Report	Cornel Bazzell askUS FAS Comms askUS	Charlie Moore Stephen Gray Sarah Hill Stephen Gray	Newsletter Custom List Custom List to Leadership Release Notes Sub-List	
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126/2001 NO EMAIL DAY 1/27 PRESIDENTIAL 1/28/2000	7:30 AM changes CMAIL	ITS	Keri Saties	FAG Infrastructure, all students, all employees	
128/2020	10:00 AM PTS Spring Round Up Red River Realignment, Traffic Control Update, start 1:00 PM Jan. 30	PTS CPC	Gioria Collins Veronica Davis	all employees, all students all employees, all students	The second secon
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36 2021 NO EMAIL DAY	10:00 AM UT LED Keep Learning 2:00 PM Campus Safety Survey	Campus Safety	Laurie Lentz	all employees, all students	
SRIGOT PRESIDENTIA 29 STUDENTS 39/2001 39/2001	9:00 AM E-Verify to begin syncing with Workday on March 10 10:00 AM FAS Times	ankus Syptoso	Stephen Gray Chadie Moore	Workday I-9 Partners FAG All	
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310,2021 310,2021	8:00 AM. Healthpoint & GAP. Harving productive convensations around diversity and 10:00 AM. difference. 10:00 AM. 2021 Staff Service Awards Recipient List is Posted.	Health Point SVPICFO	Nosse Ovienmhada Charlie Moore	FAG All	
310,2001 311,01 311,01 311,001 312,0001	10:00 AM 2001 Staff Service Awards Recipient List is Posted 4:20 PM Spectrum presentation 2:00 PM Self-Si Guzette 8:00 AM Release Notes for March 12, 2021	SVPICEO HR HR FBS MKUS	Michele Elennett Jennifer Nelson Mary Kemp Stephen Gray	HR Employees (FAS) Official; all employees Spectrum, HR AVP FRS Staff	
312/2021	10:00 AM Lyft Credits	Lyt	LymPTS	Campus release notes list Faculty, Staff, and Students who have not yet opted in	with office over Proving CAMA
315,0001	2:00 PM FAS Communications Weekly Report Ralease Notes for Business Process Owners for March 8:00 AM 8, 2021	FAS Comms askUS	Sarah Hill	Custom List to Leadership	
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323/2021 323/2021	10:00 AM FAS Times	SVPICEO	Veronica Davis Charlie Moore	Faculty, non-student staff, students FAG AE Landership Account - all faculty, benefits eligible, graduate students	
3/24/2021	6000AM Changes to graduate student amployee insurance 10:00 AM West Programs Pended 20:01 Staff Service Awards Recipient List is 10:00 AM Programs 10:00 AM Programs 10:00 AM Pended	Great Gahari and HE Healthpoint	Nosse	Landership Account - all family, benefits eligible, graduate eluderita- Benefits Eligible	
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46/2021 4/7/2021	10:00 AM FAS Times 10:00 AM Security Newsletter	SVPICEO	Charle Moore Keel Sattles	FAG All all employees	AMONG AND THE REPORT OF THE PROPERTY OF THE PR
46/2021 45/2021 45/2021 47/2021 48/2021 48/2021 48/2021 48/2021	10:00 AM Spectrum Invite 8:00 AM Release Notes for April 9, 2021 9:00 AM UTPO Community Survey Reminder	HR MHUS UTPD/FAS	Jennifer Nelson Stephen Gray Noelle Newton	opecture, HR AVP campus release notes list All employees, all students	
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9/1/2021 9/1/2021	9:00 AM. News from askUS - September 1, 2021 11:00 AM. AGS Insurance Change.	askUS UD	Stephen Gray Kelly Lorrange	askUS Newsletter Custom List Asl AGS Employees HR AVP. Spectrum All Students, All employees FAG All	
9/1/2021 9/1/2021	2:30 PM HR Sprectrum Invite	HR	Kelly Lomanney Jennifer Nelson Noelle Newton	HR.AVP, Spectrum	
9/2/2021	8:00 AM Fall Safety Initiatives	UTPD	Noelle Newton	All Students, All employees	
9/2/2021 9/3/2024 9/3/2021	200 PM EDI Curiculum Survey	EDI Committee	Mary Kemp Grane Colline Stephen Gray TSD	FAGAI	
9/3/2021	8:00 AM Release Notes for September 3, 2021	askUS	Stephen Gray	All non student employees, all students Ralease Notes Sub List	and the first of t
9/3/2021	2:00 PM FAS Communications Weekly Report	FAS Comms	TEO		
09/07/2021	8:00 AM Release Notes for Business Process Owners for Septe	mtaskUS Gurunno	Stephen Gray	BPO release notes list	
98/2021	10:30 AM HealthPoint Fall Events, Walksober, Wondr Health	Health Point	Stephen Gray Charlie Moore Nosse Ovienmhada Jennifer Nielson Stephen Gray Ismis kindna	Benefits Eligible Employees	
9/9/2021	4:00 PM HR Spectrum Presentation	HR	Jennifer Nelson	HR AVP, Spectrum	
910/2021	8:00 AM Release Notes for September 10, 2021 9:30 AM Commons Cafe Ones.	nekUS res	Stephen Gray	Ratease Notes Sub-List	
98/07/2021 98/2021 98/2021 98/20221 98/20221 98/20221 98/20221	2:00 PM FAS Communications Weekly Report	FAS Comms	Jamie Hodge TED	Custom List to Leadership	
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913/2021	8:00 AM September 13, 2021	askUS	Stephen Gray		
913/2021	10:00 AM Home Football Game Parking Disruptions for September 19, 2021; towing to be enforced	PTS	Gioria Collins	All students, All employees	
9/14/2021 TBD 9/15/2021	Fall Welcome from SVPICFO	SVPICEO	Charlie Moore Stephen Gray	all FAS employees askUS Newsletter Custom List	
915/2021	9:00 AM News from askUS – September 15, 2021 Steamshanion Dalationshine, SEE Contralation, and	SVPICEO ankUS	Stephen Gray		
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916/2021 916/2021	200 PM rbd	Darrel Bazzell	Stephen Gray Kerri Sattles	Workday Timekeepers and Absence Partners All FAS Employees	
916/2021 917/2021	2:00 PM EDI Curriculum Survey Reminder	EDI Committee	Mary Kemp Stephen Gray	FAGAI	
917/2021	8:00 AM Release Notes for September 17, 2021	askUS		FAG All Ralease Notes Sub List 162 AGS EEs who have not completed onboarding	
917/2021	11:00 AM Onboarding Reminder	HR	Steven Blackwell	onboarding	
917/2021 917/2021	2.15 PM Postage Rate Announcement	Document Solutions FAS Comms askUS PTS	Steven Blackwell Richard Beto (Heldo Philips) TBD	Admin Custom List to Leadership	
917/2021	2:00 PM FAS Communications Weekly Report	FAS Comms	TED	Custom List to Leadership	
09/20/2021	8:00 AM September 20, 2021	askUS	Stephen Gray	BPO release notes list	
09/20/2021	10:30 AM Home Football Game Parking Disruptions for September 25, 2021; towing to be enforced	PTS	Gioria Collins	All students, All employees	
09/20/2021	8:00 AM Leadership Growth Program Application Reminder	LAD	Michele Bennett	all FAS employees	
09/20/2021 09/21 (2021 09/21 (2021 09/21 (2021 09/21 (2021 09/21 (2021 9/22) (2021 9/22) (2021 9/22) (2021 9/22) (2021 9/22) (2021 9/22) (2021 9/22) (2021 9/22) (2021	11 00 AM Observed Demonder 3 0.00 PM Observed Demonder 3 0.00 PM Observed Demonder Name (Part 1 0.00 PM Observed Demonder D	PTS LAD SVPICFO FPM FPM CES Duild During Darrell Razzell ankUS	Michele Sennett Chaffe Moore Raquel Garza Raquel Garza Jamie Hodge Raquel Garza Chaffe Moore	FAGAI	
09212021	2:00 PM Jim Shackelford Refrement Announcement	FPM	Raquel Garza	CPC	
9/23/2021	9:00 AM Thank you from Commons	CES	Jamie Hodge	PRC employees	
923/2021 923/2021 TBD shareson	2:00 PM Announcement Director of Campus Planning SVP/CFO announcement	David Darling Damel Bazzell	Raquel Garza Charle Moore	All FPM employees All FAG Employees	
924/2021	8:00 AM Release Notes for September 24, 2021	askUS FAS Comms	Stephen Gray	Release Notes Sub List	
924/2021	2:00 PM FAS Communications Weekly Report	FAS Comms EDI Committee	Stephen Gray TEO Mary Kemp	Custom List to Leadership	
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9/24/2021	Orderes Nation for Contrary Consum Consum for	HR	Steven Blackwell	All students, All employees all FAS employees FAS AR PAGE PAGE CPC PAGE CP	
9/27/2021	9:00 AM September 27, 2021	askUS	Stephen Gray	RPO release notes list	TISK CVANCE - das to delay to gading find approved on the survey fine restal is amounting
09/28/2021 9/28/2021	9:00 AM September 27, 2021 2:00 PM 2021 Salary Adjustment Process Feedback Survey 11:00 AM AGS Insurance Enrollment Reminder 11:00 AM Zoon Selection Soline	askUS	Stephen Gray Stephen Gray Steven Blackwell	Workday roles: Merit Editor, Merit Planner, Acad	TIME CHANCE -due to delays in getting final approvals on the survey this email is amounting
9/28/2021	1:00 PM Zoom Retention Policy	HR ITS	Charle Moore	All Employees	
9/29/2021	1:00 PM Zoom Ratention Policy 8:00 AM Aircell Webinar, Waldober, Vaccine Incentives		Charlie Moore Nosse Ovienmhada	All Employees Benefits Eligible Employees	
9292021 9292021	1900 AM SUPICIO email 5 Seguender 29, 2001 900 AM New to mail 45 Seguender 29, 2001 900 AM Sev to their Security Person Full Info Series SUPICIO update 2.00 PM Hitting Stop Ordering 2.00 PM SO Committee 1910 Seguentum Recording	SVPICEO	Charlie Moore Stanhan Gray	All FAG employees askUS Newsletter Custom List Worksky Security Partners All FAG Employees Document Solutions Hallday List 9-20-21 FRS All	
09/30/2021	9:00 AM Save the Date: Security Patter Fall Info Service	askUS	Stephen Gray	Workday Security Partners	
9303021 TRD	SVP/CFO update	SVRICEO	Charlie Moore	All FAG Employees	
9/30/2021 9/30/2021	2:00 PM Holiday Shop Ordering	Document Solutions	Stephen Gray Stephen Gray Charlie Moore Weldon Philips Many Kemp	Document Solutions Holiday List 9-20-21	
11/10/2021	150 M) American for Special Receiving Contract American Contract C	HR	Stacey Haley	Spectrum, HR AVP	
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10/4/2021	8:00 AM Release Notes for Business Process Owners for Octob	eraskUS	Stephen Gray Michele Siennett Jamie Hodge Steven Blackwell Chaffe Moore Chaffe Moore I Nosse Ovienmhada	BPO release notes list	
104/2021	9:15 AM CES New Director	CES	Jamie Hodge	PRC Staff	
10/4/2021	1:00 PM Human Resources Leave Roundup	HR	Steven Blackwell	All Senefits Eligible Faculty and Staff	
105/2021	10:00 AM FAS Times 11:00 AM DUO Mobile 4:00 Lauroth Date	SVPICEO	Charle Moore Charle Moore	All non-ampleses students All ampleses	Lavie wil as t
10/7/2021	9:00 AM Mammo Mixers	Health Point Wellness	Nosse Ovienmhada	Benefits Eligible Employees	
10/7/2001	Fall 2021 - Workday Role Assignment and Delegation	anki 15	Stanhan Gray	Whylertey Security Dermans	
10/7/2021 10/8/2021 10/8/2021	8:00 AM Release Notes for October 8, 2021	askUS	Stephen Gray Stephen Gray TBD	Workday Security Partners Ralease Notes Sub List Custom List to Leadership	
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10/11/2021	8:00 AM Remain Notes for accenses Process Country for October 11, 2021	askUS	Stephen Gray		
10/11/2021	9:00 AM Please Share - Support Ending for Internet Explorer in FRM	is askUS	Stephen Gray	Custom List - FRMS financial app owners	
10/11/2021	10:00 AM 16, 2021; towing to be enforced	PTS	Gioria Collins	All students, All employees askUS Newsletter Custom List	
	9:00 AM News from askUS - October 13, 2021	askUS	Stephen Gray		
10/13/2021	10:00 AM Glog	EAP	Julia Lambersi Nosse Ovienmhada	Benefits Eligible Employees	
10140001	2:30 PM Martino Moser 8:00 AM Galassia Notice for Ortober 15, 2021	neath-out weness	Stanten Gray	Release Notes Sub-List	
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1018/2021	9:15 AM Oktoberfest at Commons	CES	Stephen Gray Jamie Hodge Chadle Moore	PRC Staff	
10/19/2021	11:00 AM SOI Learning Survey Horiston	EDI Committee	Mary Kerno	FAGAII FAGAII	
10/18/201 10/18/2021 10/18/2021 10/20/2021 10/22/2021 10/22/2021	Signama Number for Business Process Coveres for 500 AM Signama Number for Business Process Coveres for 500 AM Signama Number of Commons 1100 AM SIGNAM Contenting Groups (Lucines 1500 AM Signama Number for Codess 72, 2021 DOS PA FAC Entransactions Winesly Report Construction Advisory Feed Rove Resignated 200 PM Winsterland for Business Process Coveres for 1500 AM Content for Signama Process Coveres for 1500 AM Content for Signama Signa	EDI Committee askUS FAS Comms	Mary Kemp Stephen Gray TBD	Raissase Notes Sub List	
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10/22/2021	2:00 PM Waterline A	CPC	Veronica Davis	FAG Infrastructure/ all employees/all students	al Businos
10/25/2021	Release Notes for Business Process Owners for 8:00 AM October 25, 2021	askUS	Charles Com-	Colonia Materia Colo I Int.	
10/27/2021	8:00 AM Drug Free Schools and Communities Act	HR	Keri Sattles	All employees	Suasi Hamders and Klares Chausers are Sibles for approval
10/27/2021 10/28/2021	8:00 AM Crober 25, 2001 8:00 AM Drug Free Schools and Communities Act 9:00 AM News from sakUS – October 27, 2001 1:000 AM SVPVCFO email to all supervisors 12:00 AM Crom Time Change	MRUS MR MRUS SVPICFO	Stephen Gray Keri Sattles Stephen Gray Charlie Moore	askurá Newsletter Custom List FAG supervisors	
10/08/2021	12:00 PM Comp Time Changes	askUS	Stephen Gray	Absence Partners and Timekeepers	
10/28/2021 10/29/2021 10/29/2021	12:00 PM Comp Time Changes 2:00 PM SVPVCFO email to all FAS employees 8:00 AM Selesses Notes for October 29, 2021 2:00 PM FAS Communications Weekly Report	askUS SVPICFO askUS FAS Comms	Stephen Gray Charlie Moore Stephen Gray TBD	All employees assists Newton List FAG expensions Absence Partners and Timekeepers FAG emprisyees Release Notes Sub List Custom List to Leadenship	
10/29/2021	2:00 PM FAS Communications Weekly Report	FAS Comms	TED	Custom List to Leadership	
NOVEMBER 11/1/2021					
11/1/2021	1000 AM Nominate Someone TODAY1 2022 Overseving Staff or	nd HR	Stephen Gray Michele Bennett Chafie Moore Nosse Ovienmhada Stephen Gray TBD	All employees	
197,0005 197,0005 192,0005 194,0005 195,0005 195,0005	10:00 AM FAS Times	SVPICEO	Charlie Moore	Raissase Notes Sub List All employees FAG All Benefits Eligible Employees Raissase Notes Sub List Custom List to Leadership	
114(2021	8:00 AM Release Notes for Movember 6: 000 4	Health Point Weliness askUS	Nosse Ovienmhada Stephen Grev	sements Eligible Employees Raleanse Notes Sub Lis*	
116/2021	2:00 PM FAS Communications Weekly Report	FAS Comms	TEO	Custom List to Leadership	
11/8/2021	8:00 AM Release Notes for Business Process Owners for November 8, 2021	askUS	Stephen Gray	Ralease Notes Sub List	
11/8/2021	10:00 AM Home Football Game Parking Disruptions for November	PTS	Gioria Collins	All students, All employees	
11/0/2021	9:00 AM Commons Thankagiving Feast	CES		PRC Employees	
119(2021	An Update on Comp Time Expiration and Reports in 1:00 PM Workday	askUS			
11/9/2021 11/10/2021 11/10/2021 11/12/2021	9:00 AM Nave from sekUS - November 10, 2021	askUS	Stephen Gray Stephen Gray Julia Lambers Stephen Gray	Absence Partners and Timekeepers askLIS Newsletter Custors List Benefits Eligible Employees Ralease Notes Sub List	
11/10/2021	10:00 AM CAP November Events and Resources	EAP	Julia Lambers	Denefits Eligible Employees	
11/12/2021	E100 AM Helisass Notes for November 12, 2021 Construction Advisory-Red River Realizament	askUS	seephen Gray	Release Notes Sub List FAS Infrastructure/ all employees/all students	Stands marked loss earths - one to all originates one to an all originates one to all originates one originates origi
11/12/2021	1:00 PM Upcoming Travel Impacts	CPC	Veronica Davis TRD	Control later Leadership	and the same of th
19/12/2021 19/12/2021 19/15/2021	8:00 AM Release Notes for Business Process Owners for Nove	maskUS	TED Stephen Gray Michels Bennett Chafie Moore Jamie Hodge Requel Garza Requel Garza Requel Garza Chafie Moore Mary Kemp	Custom List to Leadership Ralease Notes Sub List	
Week of 1115 TED 1116/2021 TED 1116/2021 1116/2021 1116/2021 1116/2021 1116/2021 1116/2021 1116/2021 1116/2021 1116/2021	10:00 AM 2022 Outstanding Staff and Supervisor Awards Nomine	MOHR	Michele Bennett	All employees	
week of 11/15 TED 11/16/2021	rear in Review Appreciation video 9:00 AM Commons Thankapivino Feast	CES	Unadie Moore Jamie Hodge	PRC Employees	
11/16/2021	2:00 PM CPC Meeting with David Darling	FPM	Raquel Garza	CPC	
11/16/2021	2:00 PM PCBIS Meeting with David During	FPM	Requel Garza	PCMS	
11/16/2021	200 PM Save the Date: All-FPM Update with David Darling 1000 AM FAS Times	SVPICEO	Charle Moore	FASAI	
11/16/2021	2:30 PM FileZita - Security Risk	TRece	Mary Kemp	Filedita Users	
11/19/2021	8:00 AM Release Notes for November 19, 2021	askUS	Stephen Gray Nosse Ovienmhada	Ralease Notes Sub List	
11/19/2021	10:00 AM New Director of Campus Planning	FPM	Raquel Garza	All FPM Employees	
11/19/2021 11/19/2021	1909 M. Gold Communication through Special Control of National Con	FAS Comms	Raquel Garza TBD	Relations Notice Gold List Ad employees Ad FAG Employees PROC Employees PROC Employees PROC Employees PROC Employees PROC Employees As FPM FAG AA FPM FAGA BA FPM	
11/22/2021	Release Notes for Business Process Owners for 8:00 AM November 22, 2021	askUS CES		Release Notes Sub List	
11/22/2021 9:00a	8:00.AM November 22, 2015 Communic History Chrisdale 10:00 AM 2, 2015 Individuals 10:00 AM 2, 2015 Inserts for serving Disreptions for November Tiblacco Free Campus 2:00 PM ASC Communications Wiseley Report 10:00 AM Reminister FPM AF-Staff Update 10:00 AM Reminister FPM AF-Staff Update	CES	Stephen Gray Jamie Hodge	PRC Employees All students, All employees	
11/22/2021	10:00 AM Plotte Football Game Parking Disruptions for November 26, 2021; towing to be enforced	PTS	Gioria Collins	All students, All employees	
11/23/2021	Tobacco Free Campus				
11/23/2021 11/26/2021 11/29/2021	200 HM FAS Communications Weekly Report 10:00 AM Reminder FPM All-Staff Update	FAS Comms FPM SVPICFO Campus Safety	TBD Requel Garza Charle Moore Charle Moore	Custom List to Leadership All FPM Employees	
11/30/2021	10:00 AM FAS Times	SVRICEO	Charlie Moore	FAS At All Non-Student Employees	
11/30/3021 11/30/3021	10:00 AM FAS Times 11:00 AM Campus Safety Roundup 2:20 PM FBS Gazette	Campus Safety	Charle Moore Mary Kemp	All Non-Student Employees All FBG	
			y ramp		

Data Firm	Subject	Parados.		EMMA	Nu.
Date Time	Subject	Sender	Author	Subaccount/Audience	Notes
ARCHIVE					
	10:00 AM Reminder: Nominations for Student Employee of the Year	HR	Kerri Datties	All Employees, HR Official	
192220	1000 AM Reminder Nominations for Student Employee of the Year Michals Wichia Wichia 200 FM Street Invest, other impacts start Jan. 15 1000 AM Camining the Wisses 4,300 FM IC Spectrum 200 FM IC Spectrum 200 FM IC Calcular, Michanily Slini, Heart Wolk 1000 AM Reminder Nominations for Student Employee of the Year	CPC	Laurie Lentz	All Employees and All Students	Contributes in the contribute of contributes of con
1/6/2020 5/13/2020 5/15/2020	4:30 PM HR Spectrum 2:00 PM CG. Catacut. Naturally Slim. Heart Walk	HR Healthcoint Welnes	Jennifer Nelson Nosse is Ovienmhada	HR Contacts Senetts Elioble Employees	
5/46/2020 5/17/2020	10:00 a.m. Parking and Traffic Disruptions for the 2M Half Marathon 10:00 AM EAP Presentations and Events	PTS EAP	Linsey Duett Sara Muhisidin	ALL Employees and All Students Benefits Eligible Employees	The answard date for this small as
1/13/-1/20/2020	10:00 AM 1095C is available	HR Benefits	Steven Stackwell	ALL Employees and All Students Benefits Digible Employees targeted list of benefits eligible employees Alls Employees and All Students ALL Employees and All Students ALL Employees and All Students ALL Employees and All Students	wide the count of the Windows
1/21 No EMAL-PRESIDENTIAL EMAIL SCHEDULED	TO ALL CAMPUS COMMUNITY UTAGE Disc	076	Distractiones	ALL Employees and All Gudents ALL Employees and All Coulons	
102 10 am. 102 0000 830 am	TO ALL CAMPUS COMMANDEY UNAPPLICATION 3000 Staff Service Awards Recipient List is Posted Socioles & After-Hours Transposition Chinean New Year TO ALL CAMPUS COMMANDEY 100 CAM District Support TO ALL CAMPUS COMMANDEY	PTS PRC Commercia	Michele Sernett Gloria Collins Moly-And	HR Employees (FAS) Official; all emp All Employees and All Students ALL PRC Employees	5)44
1/23 No EMAIL - PRESIDENTIAL EMAIL SCHEDULED	TO ALL CAMPUS COMMUNITY 1000AM Eldercare Support	Healthpoint	Sara Wuhiaidin	Denefits Eligible Employees	
					andróg te ridente sed entrojent sapanský
1080000 830 a.m 1280000	Baseball & Softball Parking Disruptions EDDAM 2018 W-2 new available to and download 10:00 AM Taxas EITC Notice	PTS Payroll Services	Linsey Duett Kerri Battles	All Employees and All Students Most Employees (custom list that equates to most employees)	
2/42020	1000AN Tabasco Free Compas 20070 Rechanges Insert Years and Compast Screenings 1000AN Rechanges Insert Marce Free Comment 1000AN Rechanges Conference Assert Rechanges Levil American 1000 Annual Processor Conference Assert Recognition Levil American 1000 Annual Processor Conference Assert Recognition Conference 1000 Annual Processor Conference Assert Recognition Comment 1000 Annual Processor Conference Assert Compastion on Salanday 1000 Annual Processor Comments	Healthpoint	Nosse Ovienmhada	Employees and students	
2,5,2020 2,6,2020 2,6,2020	200 PM Recharge, Heart Walk and Cataput Screenings 1000 AM Recharge yourself & Mood, Food & Groove 10:30 AM HR Spectrum	Healthpoint EAP Human Resource	Ovienmhada Sara Jennifer Neisson	Benefit Eligible Employees Benefit Eligible Employees HR Contacts	
210 10 am.	Reminder - 2000 Staff Service Awards Recipient List is Posted, deadline for updates 2/12	HR	Michele Sennett Kelly Lomasney	HR Employees (FAS) Official; all emp targeted list of benefits eligible	
2112020 3 p.m. 2112020 10 a.m.	FIT Institute & Categuit Screenings	Health Point	Nosse Ovienmhads	Benefit Eligible Employees HR Contacts	
2/13/2020	2:00 PM HR Spectrum Parking, Traffic Delays and Congestion on Saturday,	Human Resources	Jennifer Neison	All Provinces and All Physicals	militiga for folder and services are services and services are services and services and services and services are services are services and services are services are services and services are service
2/18/2020	1000AM Recharge is Today	EAPHealthpoint	Sara, Susan, Nosse	Faculty/Staff and Students	
2/19/2020 2/20/2020	2007bil Ki Gyacum Balan Mirking, Tartic Calays and Congretion on Saturba, Balan Mirking, 22, 2000bil And Congretion on Saturba, Balan Mirking, 22, 2000bil And Congretion on Saturba, Balan Mirking, Calabara Mirking, Balan Mirking, Calabara Mirking, PLEASE EACH Concoming your system after updates an PLEASE EACH Concoming your system after updates an	Human Resources Document Solutions	Jennifer Nelson Wendy Schneider	Faculty/Admin Staff	
2949220	200 PM Craft Beer Testing PLEASE READ: Rebooting your system after updates an 4:5 PM applied	PRC Commons 6 Stephania Dumanuit	Moly Anderson	All PRC Employees	
MARCH 3/2/2020 8:30 a.m	Explore UT Parking Disruptions	PTS	Linsey Duett	All Employees and All Students	seeding to distinct and
3/3/ No EMAIL - PRESIDENTIAL EMAIL SCHEDULED 3/4/2020 2:00 PM	O ALL CAMPUS COMMUNITY Upcoming Dates at PRC Commons	PRC Commons	Molly Anderson	All PRC Employees	
352020 12:00 AA 352020 8:30 a.m 3/10/2020 12:30 AA	FIT Institute and Chrada, Lifecare Sure Walk Time Change Yoga for Analety	PTS HealtsPoint EAP	Gloria Collins Sara Muhialdin	All PrC Employees All Employees and All Students Benefits Eligible Employees	
3/11/2020 8:30 AM 3/12/2020	Spectrum agands update MDLIVE, HealthPoint Classes, FIT, Farmhouse Delivery	Human Resources HealthPoint Wellness	Jennifer Nelson Nosse Ovienmhada	HR Contacts Benefits Eligible Employees	
3/18/2020 12:00 AA	Familious Home Delivery	HEalthPoint Welness	Nosse Ovienmhada	Benefits Eligible Employees	
3/24/2020 4:00 CM	FAS Timekeeping Guidance	FAS Business Services	Mary Kemp	All FAG Employees	
3/3/2020	9:30AM Working Remote/ Health & Fitness Guide	HealthPoint Welness and EAP SVPICEO Darrell	Nosse Ovienmhada	Benefits Eligible Employees	control to least 14/7 Compa
3/36/2020 TBD 3/31/2020	The Control of the Co	Bazzell Human Resources	Kerri Battles Steven Blackwell	FAS Infrastructure All Employees/DCRA Plan Participants	for cost, fullding openings
APRIL 499	4:30 Protect Your Zoom Calls from Disruptions	ITS	Kerri Battles	FAs Infrastructure, All Staff	
4/8/20 TSD	4.30 Protect Your Zoon Culls from Disruptions IHS Spectrum Summer Insurance Francial Welness, Fibrest Classes, Almost, Hinge Healt 1100AM HI Spectrum presentation	Human Resources	Steven Stackwell Norma	All Employees/Faculty and Academic Grad Students	
49200 1000 A	1100AM HRSpectrum presentation	Human Resources	Ovienmhads Jennifer Nelson Steven	HR Spectrum	
4/10/200 4/16/2020	10:00AM A guide to day to day living with COVID 19 10:00AM A guide to day to day living with COVID 19 10:00AM Changes	HR HR	Kerri Battles Steven Steven	all employees Benefits Eligible Employees and Detress not applied in merical	
4202220	T100AM Projection presentation for Those Affected by COVID-19 1000AM A right to day in the pain COVID-19 1000AM A right to day in the pain COVID-19 1000AM Charges 1000AM Charges 1000AM Charges 1000AM Charges 1000AM 200PM Charges 1000AM 200PM Charges 1000AM	HR	Steven Stackwell or Kerti Stattles	Benefits Eligible Employees	
421 or 422 NO ALL EMPLOYEE EMAL - PRESIDENTIAL EMAL PLANNED	200 Pili Chalges due so rese repor seriente Potal	Papus		argent control in terms	
4212020 10 a.m. 4212020	Change Management in Times of Uncertainty Interactive Class for Leaders 2.45 PM FAS Leave and Work Options for COVID-19 for April	FAS Business Services	Michele Sennett Mary Kemp	managers All FAG	
4232020 10 a.m.	Charge Minagement in Time of Uncertainty Interactive Class for Leaders 3.45 PM FAG Leave and Work Options for COVID-19 for April Francial Velories, Fibres Classes, Arrost, Hinge Healt 10.0 PM Digital Course Packet Available to Purchase Online Transit you, FAG	h Health-Point	None Ovienmhada Wendy	Benefits Eligible Employees	Fini tolog journ and CDI at
4232220 4242220 TEO 4282220	Do PM Digital Course Packets Available to Purchase Online Thank you, FAS 1:45 PM FBS Neveletter COVID-19 Updates for April 30	SVPICFO FAS Business Services	Kerri Battles Mary Kerro	FAS Employees FBS Staff	
4362020 TED	COVID-19 Updates for April 30 Visial EAT Providing - Number for Resident	SVPICEO	Kert Battles	FAG Employees Benefits Elioble Employees	
	Visial SAF Parameters on Northery the Emotions of a Fundamic SEE Specieum movies COVID 19 update The Nature of Empethy in Teams webster	Human Resources Darrell Razzell L&D	Jennifer Nelson Kerri Battles Michele Bennett	Spectrum list All Staff	
SIENO ALL EMPLOYEE EMAL- PRESIDENTIAL EMAL PLANNED	Marie Court Course				
5/11/2020 1:00 PM 5/11/2020 12:00 AA 5/12 NO EMAIL - Presidential email planned	Duo Isunch			Benefits Eligible Employees FAG Infrastructure - all students, future students and employees	
		HR	Steven Salckwell or Kerti Sattles	All benefits eligible employees	
\$13,0002 195.00 AI 514.0000 514.0000 519.0000 519.00 EMAIL - Presidential email planner 5/20.00 EMAIL - Presidential email planner 5/20.00 EMAIL - Presidential email planner	1000 AM Psychological Safety 1:15 PM Spectrum Presentation 1000 AM Mass Advance of Time	Human Resources Human Resources	Michele Bennett Jennifer Nelson Jennifer Nelson	HR Learning & Development Selected Job Codes Spectrum Time Keepers & Absence partners	
5/19 NO EMAIL - Presidential email planned 5/20 NO EMAIL - Presidential email planned	Moving FAS forward during difficult times	supinon	Kerri Datties	CAS amninuas	
5212020	2:00 PM New for You from UT Learning & Development	LAD	Michele Gernett	HR Learning & Development: Selected Job Codes	Segretal to control of 500
5212020 10 AM, 12 PM	QHP CQVQ-10 reporting reminder	Human Resources		HR Employees	Card to managers and 6-Mill Members 4-M engines parts. Though you distract proposal And you distract proposal And
5/26 NO EMAIL - Presidential email planned 5/27/2020	1000AM Perspectives on Empathy	LAD	Michele Sernett	HR Learning & Development Selected Job Codes	
5/27/2/20	1000AM Perspectives on Empathy 8:00 AM Zoom Upgraded needed by May 30 10:00 AM What's next for campus events? Take a short survey	ITS Commons Event	Kerri Stattles Jessica Van	FAG Infrastructure - all employees, all students FAG Commons Marketing — Informational/event and conference	
5/28/2020 5/29 NO EMAIL - Presidential email planned 5/29/2020 215 PM.	1000AM What's next for campus events? Take a short survey Mass Advance of Time			planning job codes - custom list TimeKeepers/Absence Partners	
Ert NO EMAIL - Presidential email planned G1 TED G12020	10:00 AM Notice to UT Austin Employees Outside the U.S.	SVPICEO payrol@austin. utexas edu	Kerti Battles Sue Jones	FAS Employees FAS infrastructure / Custom List	
6/2 NO "ALL or Campus wide" EMAIL - Pre	1000AM More front carring & Development idential email planned	140	Michain Cormoli	HIT Learning & Development- Selected-Job Codes	
0.47000	Duo Mulf-factor authentication 10:00 AM Healthpoint June uodate: meditation, blog, support group,	March Color	Corn and Mason	FAS Infrastructure/ all employees/all students	
652020	Reactivate your 2019-20 parking 8:30-AM permit by June 16, 2020	PTS	Gioria Collina	Benefits eligible FAS Infrastructure/ all employees/all students	Section and the exhalt-ray 1st designed, one bit if Author
6/92223 6/92223	10:00AM Perspectives on Empathy 10:30AM Spectrum invitation	LAD Human Resources	Michele Sennett Jennifer Nelson	HR Learning & Development Selected Job Codes Spectrum	
ers NO "ALL or Campus wide" EMAIL - Pre 6/16/2020	Reactively year 2019-20 gasting 8205AM permit by Javes 18, 2000 1000AM Perspectives on Dispatch 1000AM Perspectives on Dispatch 1000AM Security Initiation 1000AMI Security Initiation 1000AMI Security Initiation 1000AMI	FAS Business Services	Mary Kemp	FBS Staff HR Learning A Development	
6/15/2020 6/15/2020 TEO 6/11/2020 4/15 PM.	1900AM FIG Coates Managing in the Age of George Floyd and Sincorna Taylor COVID-10 guidance for FAG Specimen Presentation 1900AM Update to University Ernal Policy BODAAM Under the Milk Sector as Marketication 1000AM Leading in a Crisia	SVPICEO Human Resources	Michele Sennett Kerri Battles Jennifer Neispo	Selected Job Codes FAS Employees Spectrum	
6/12/2020 6/15/2020	1000AM Update to University Email Policy 8:00AM Dao Multi-factor authentication	Information Security Office ITS	Kert Battles Kert Battles	All faculty, all staff (staff and student workers) FAS Infrastructure/ all employees/all students	Luxid mail in enails mats.
6/15/2020 6/15/2020	BOOANI Leading in a Crisis 1500ANI Leading in a Crisis 120ANI Mass Advance 200PM PTS Update solidential email planned Red River Realizement & Moody Center construction	L&D Human Resource	Michele Gennett Jennifer Nelson	HR Learning & Development Selected Job Codes Time Keeper/Absence Partner	
6/17 NO "ALL or Campus wide" EMAIL - Pr	200 PM PTS Update saidential email planned	PTS	Laurie Lentz	FAS Infrastructure/ all employees/all students	
6/17/2020	Red River Realignment & Moody Center construction 1100AM updates	CPC CPC	Laurie Lentz	HAS Infrastructure/ all employees/all students	Linch marks rendo: Only College Colleg

				EMMA Subaccount/Audience	
Date Time	Subject Leadenship Talka: 1000AM Darrell Bazzell	Sender	Author Michala Garnat	Subaccount/Audience HR Learning & Development	Notes
6180020	100 PM UT FLEX Charges	HR	Steven Stackwell	NR Learning & Development t Selected Job Codes Current UT Flex Participants All Staff - Health Point CAP	
6182020 TBD	EAP Video	EAP	Communication 8	All Staff - HealthPoint EAP	150
649/2020 TBD	FAG Diversity Commitment	SVPICEO FBS	Communication s	All Staff - HealthPoint EAP FAG Employees All FAG Staff	
6/19/0020 6/19 NO "ALL or Campus wide" EMAIL -	FAG Diversity Commitment 1145ABI Juneteenth Treshapping Guidence Presidential email planned Lasdenship Talox 1000ABI Lasdenship Talox Presidential email planned	FBS	Mary Kemp	All FAG Staff	
6/23/0020 6/23 NO "ALL or Campus wide" EMAIL -	1000AM Leading in a Crisis Presidential email planned			HR Learning & Development I Selected Job Codes	
6/24/2020 10:00 AM 6/29 NO "ALL or Campus wide" EMAIL	EAP Video		Sara Muhialdin		
6/29/2020 6/30 NO "ALL or Campus wide" EMAIL	10:00AM Keep Learning	LAD	Michele Gernet	HR Learning & Development t Selected Job Codes	
	Presidential email planned 1000AM FAS Times	FAS Communications			
JULY					
7/4/2020 7/2/2020	1000AN I such Ego 100AN III Generon 100AN AND Learnin 100AN AND Learnin FAC COVIC 59-leaded featily Covid All Tautin-Let as make your every planning life 100AN III Speakmap presentation Peakdwalling learning peakerstain	Nosse Jennifer Nelson		Expo HR Spectrum	
7/6/2020	10:00 AM Keep Learning	LAD	Michele Sernet	HR Learning & Development s Selected Job Codes	
7/7/2020	FAS COVID-19-related fatality Count of LIT & wife — Let us make your event-of-proton life.	CES (Common	Stattles Jassica Van	FAG Employees FAG Commons Marketing — Informationaliseset and conference	
7/6/2020 7/6/2020	10:00AM is little easier 11:00AM HR Spectrum presentation	Event Services) Human Resources	Amburgh Jennifer Nelson	planning job codes - custom list HR Spectrum	
7/14/2020	12:00 PM Keep Learning	LAD	Michele Sennet	HR Learning & Development Selected Job Codes	
7/13/2020		ITS	Kerri Battles	all employees; all students	
7/14/2020 7/14/2020	900AM Annual Enrollment Starts July 15	FAS Communications	Elackwell Charle Moore	All benefits eligible	
7/15/2020 7/15/2020	9:00 AM Annual Enrollment Starts Today	HR	Steven Blackvell	All benefits eligible	
	200 PM Health Expo 1000 AM Keep Learning	Healthpoint Wellnes	Michele Gennet	Benefits Eligible HR Learning & Development t Selected Job Codes	
7/36/9820 7/26/9820 7/21/9820 7/21/9820	200 PM Health Expo 1000 AM Construction Advisory	Healthpoint Wellnes	Kerti Battles	Benefits Eligible all employees; all students	
7/21/2020	900AM Annual Dratinent State Today 200PM Island Dopo 1000AM Keep Learning 200PM Island Dopo 1000AM Construction Anknoy 1000AM TSE Category 1000AM TSE Category 1000AM TSE Category	Darrell Bazzell, SVPICFO	Kerri Battles	All bounds eligible All FAS Staff All bounds eligible Brants Eligible HR Learning & Development Selected by College Brants Eligible all employees all muleste FBS Staff FRA Employees HR Learning & Development Selected by College Selected by Colleg	
7/22/9020	10:00 AM Join this important convenation TOMORROW.	L&D Damel Bazzell, SVPICFO	Michele Sennet	t Selected Job Codes	
7/22/2020 7/22/2020 TEO afternoon	1:00 PM FAS Employee Appreciation 2020 Fall Parking Permits	070	Gloria Collins	FAG Employees FAG Infrastructure - all employees, all students	will create Friedy test of this to
7/23/2020	9:00 AM UT Flee - AE Reminder	HR	Steven Blackwell Steven	At UT Flex participants Benefits Eligible all employees; all students Benefits Eligible	
7/23/2020 7/24/2020 7/24/2020	100 PM AE Reminder 1000 AM Fall Parking Permits 1:00 PM Parenting in Challenging Times	PTS MD.CAD	Glackwell Glara Collins Gara Manager	al employees; all students	
7/27/2020	1:00 PM Parenting in Challenging Times 9:00 AM FAS Employee Appreciation follow-up	FAS Communications	Kerri Battles	I/D I service * *	
7/27/2020 7/28/2020	10:00 AM Explore these exciting new opportunities	FAS Communications	Michele Sennet	Selected Job Codes	
	10:00AM FAG Times 9:00AM Annual Enrollment Ends Today 10:00AM Mass Advance process				
7/31/2020 AUGUST	1000 AM Mass Advance process	HR	Jennifer Nelson	Time Keepers, Absence Partner	
8/2/200	1503/I and colored for high 1507/I in Annous 507/I in Annous 507/I in Annous The Annou	LAD	Michele Sennet	HR Learning & Development 5 Selected Job Codes	
8/4 NO "ALL or Campus wide" EMAIL - I 8/4/0200 TEO 8/5 NO "ALL or Campus wide" EMAIL - I	Stress Management Paridential email planned if not seed 844	EAP	Sara Wuhialdin	Benefits Eligible	
arrogeo	Obtaining a UT ID Card if you plan to be physically present 10:00 AM on campus	et its	Kersi	FAG Infrastructure - targeted list of first-year students	
8/92020 8/10/2020	5:00 PM Increase your Productivity 10:00 AM PRC Carle Survey	LAD Commons Cafe	Michele Gennet Jamie Hodge	PRC Employees, Informational	
8/10/2020 8/11/2020	1000AM Spectrum 1000AM FAG Times	FAS Communications	Jennifer Nelson	Spectrum At FAS Staff	
8/11/2020 8/11 NO "ALL or Campus wide" EMAIL - 8/12 NO "ALL or Campus wide" EMAIL - 8/13/2020	1000AM scorrojus 500PM increasy var Productivy 1000AM PRC Carls Garvey 1000AM PRC Carls Garvey 1000AM FAX Times 1000AM FAX Ti				
8/13/2020	200 PM Spectrum Country at IIT Austin - Transaction	HR	Jennifer Nelson	Spectrum SAS Commons Marketing —	
8/13/2020 8/14/2020 8/14/2020	residential email planeae (or 812) 100 PM (orthor 200 PM (or	Commons Event Sen	rvk Jessica Van Amb Jennifer Nelson	by planning job codes - custom list Timekeeper, Absence Partner	
8/14/2020 8/16/2020	10:00 AM Moove - In Parking Disruptions (8/17-23-2020)	PTS	Lineay Duett	All Faculty, Staff and Students HR Learning & Development	
	10:00 AM ITS fall reminders	irs	Kerri Battles	FAS infrastructure - all employees, all students	
8/20 NO "ALL or Campus wide" EMAIL -	1000AM (TS fail reminders OHP Email - reminders to report to OHP Presidential email planned if not sent 8/19	HR	Kerti Stattles	FAS Infrastructure - all employees	
820 819	7:00 AM PTS fall reminders 2:00 PM CHP Email - reminders to report to CHP	PTS HR	Gloria Collina Kerri Battles	FAG Infrastructure - all employees, all students HR Employees - all employees	
8/21/2020 8/23/2020 9 a.m.	Emonwer You real and Others Today	Healthpoint L&D	ovienmhada Michele Gennet	HR benefits eligible HR Learning & Development It Selected Job Codes	
8/24 - 8/28 - NO LARGE EM	AILS/ALL EMAIL OUTSIDE FAS PORTE	FOLIO - FIRS	ST WEEK	OF CLASS	
8/25/2020 8/25/2020 TBD	10:00 AM FAG Times FPM Preparations for Fall 2020 Semester		Laura Flanes	FPM-AI	
First Class Day 82422228	200 pg FAS efforts make a new, historic semester possible 9:00.AM GSF Insurance 2:30 PM Mass Advance	Darrell Razzell	Kerri Battles Steven		
8212020 8212020	9:00 AM GSF Insurance 2:30 PM Mass Advance	Human Resources Human Resources	Jennifer Nelson	Grad Student Fellows Timelesper, Absence Partner	
040000 000	Lindah bank	LITTO	Manda Mandas	All construence and All aboritoris	Text message to follow at 10:00
9/10020 9:00 a.m. 9/40020	LineGarle launch 9:00 AM Grad Student Fellow Insurance	UTPO HR	Noelle Newton Steven Blackwell	All employees and All students All Grad Fellows Managed by Grad Studies	Tel France bettieve # 9:20 A.D.
9/4/9020 9:00 a.m. 9/4/9020 9/6/9020 9/8/9020	200 PM Mass Advance Lendarle launch 900 AM Cred Student Fallow Insurance 900 AM Cred Student Fallow Insurance 900 AM Cred Student Fallow Insurance 900 AM INS Specture	UTPO HR LAD HR	Noelle Newton Steven Stackwell Michele Sennet Jenniter Nelson	All employees and All students All Crad Fellows Managed by Grad Studies HR Learning & Development Edeloted Job Codes HR Spectrum	The Amenge to blook of 0.00
94/0000 9:00 a.m. 94/0000 98/0000 98/0000 98/0000	LiesGalls launch S00AM Grad Student Fallow Insurance S00AM Come Together as a Community S00AM IN Signocum S00AM FAS Tires 1500AM FAS Tires	UTPD HR LAD HR FAS Communications PTS	Noelle Newton Steven Blackwell Michele Bennet Jenniter Nelson Charlie Moore Linsey Duett	All employees and All students All Grad Fellows blaneaged by Grad Studies HIR Learning & Development Selected Job Codes HIR Spectrum All FAG Staff All employees and All students	That Amenge to blook of 0.00
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12		SOAM UT Line Reminder for Last Minute Gifts	Document Solutions	Waldon Philling		
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	NO EMAIL DAY - 10 PRESIDENTIAL EMAIL					
		30 PM Spectrum Presentation	Human Resources	Jennifer Neison	Spectrum	
12				Kerri Battles		
					Release Notes Sub List	
12/11/20		SSAM Form 1985-C- Out Out of Paper Copy	HR Benefits	Steven Blackwell	custom list	
12/11/20	20 10	DO AM FORM 1090-C- Upt Out of Paper Copy	rec senetts		FAG Infrastructure - all students, all	
12/14/20	20 7	30AM UT Directory now requires log in with your UT EID	ISO	Kerri Battles	employees	
12/14/21	20 9	Release Notes for Business Process Owners for 100 AM December 14, 2000		Stephen Gray	BPO release notes list	
12/15/20					W-2 recipients receiving paper form	
		Nominate a Student Employee TODAY 2021 President's				
12/15/20		00 PM Student Employee of the Year Nominations Are Now Open			t HR Employees (FAS) Official	
12	NO EMAIL DAY -	20 AM News from askUS - December 16, 2020	askUS	Stephen Gray	Newsletter Custom List	
12	17 PRESIDENTIAL EMAIL					
12	NO EMAIL DAY -					
12/18/20	20 8		askUS	Stephen Gray	Release Notes Sub List	
		Release Notes for Business Process Owners for				
120101	au 6	00AM December 21, 2020	askUS	seagmen Gray	BPO release notes list	
1/6/21	24 6	SOAM News from askUS - January 6, 2021	askUS	Stanhan Gray	Newsletter Custom List	
				and a contract of the contract		

Date Time	Subject	Sender	Author	EMMA Subaccount/Audience	Notes							
AUGUST	Traffic and parking disruptions Aug. 16. im. 28											
8/18/2021 8/20/2019 10:00 a	um. FAS Times	VPCFO	Charle Moore	FAS Employees								
8/21/2019 3:15 p.s	m. Crosswelk Updgrades Aug 22-27 Home Football Game Parking	PTS	Linsey Duett	ALL Employees and All Students								
8/25/2019 8:30 a 8/25/2019	m. Tech 2:00 PM Longhorn Friday Kick-Off 10:00 AM HST York for Amiliah	PTS Darrell Bazzel HD - PAD	Linsey Duett Charlie Moore Sara Muhishin	ALL Employees and All Students FAS Employees Official All Staff and Enrythy	part of longhorn friday fall Isunch							
8/28/2019 8:30 a.	Fall Updates for Parking and m. Transportation	PTS	Gloria Collins	ALL Employees								
8/28/2019 8:30 a. 8/29/2019 10:00a.	200 PM Longborn to Policy Oxid-Oil 200 PM Longborn Part Updates for Parking and Transportation Part Updates for Parking and Participation Physics Classias Physics Classias Physics Results Physics Results Physics Results Physics Results Physics Results Physics Results Transportation Darkey Transportation Darkey Transportation Talkey Transportation Talkey Transportation Talkey Transportation Talkey Transportation Talkey	PTS HealthPoint	Gloris Collins Nosse Ovienmhads	All Students All Employees								
8/29/2019 8:30 a 8/29/2019 11:00 a	m. Parking and traffic daruptions beginning	PTS g t PTS	Gloris Collins Linsey Duett	All Students ALL Employees and All Students	needs to be before roon							
8/30/2019 8:30 a	m. After-Hours Transportation Safety m. Programs Resume	PTS	Gloria Collins Steven	All Employees Elimbia Grad Started Estimas								
8/30/2019 2:00 p.s 8/31 NO EMAL - PRESIDENTIA	Int. Parking and traffic disruptions beginnin Alber-House Transportation Safety Programs Resums Int. Grad Fellow Insurance Construction Advisory for BG project (pediatrian impacts) IL EMAIL PLANNED	Laurie for CPN	Laurie Lentz	All Employees and All Students								
SEPTEMBER 93/2019 8:30 a.s	Home Football Game Parking Disruptions for September 7 vs. LSU	PTS	Linsey Duett	ALL Employees and All Students								
9/3/2019 10:00 a 9/3/2019 1:00 p.s	Home Football Game Parking m. Disruptions for September 7 vs. LSU ns. FAS Times m. Scooler Safety on Campus Tobacco Free Campus Policy Reminder	VPCFO PTS	Charle Moore Blanca Gamez	FAS Employees ALL Employees and All Students								
9/4/2019 Noon 9/5/2019	Reminder 3.00 PM Spectrum Reminder 10.30 AM Spectrum Reminder	Campus HR	Ovienmhada Jennifer Nelson	ALL Employees and All Students HR Contacts								
95 NO EMAIL - PRESIDENTIAL	LEMAIL PLANNED -now fod											
9/5/2019 1:00 p.r 9/5/2019 3:00 p.r 9/5/2019	m. Comp Time Expiration Notice m. Construction Update for 9/10 project 11.00 AM PTH Events - PRESIDENTIAL EMAIL PLANNED L - PRESIDENTIAL EMAIL PLANNED	PTS HealthPoint	Linsey Duett Nosse	ALL Employees and All Students Benefits Eligible Faculty and Staff								
9/12/2019	m. Construction Advisory, SSS 1:00 PM Document Solutions Fall Showcase	DOCSOL	Wendy Schneider	All Employees								
9/12/2019 10:00 a	n. Spectrum PRC happenings	Resources PRC Common Dwelt Service	Jennifer Nelson	MR Contacts PRC Employees								
9/13/2019 8 a.m. 9/14/2019	PAS LGP TED	FAS Comm Payrol Service	Emil KrestKerri Battles	FAS Employees?								
9/16 NO ALL EMPLOYEE EMA	FAS LGP TED TED L-PRESIDENTIAL ENABL PLANNED Horne Football Game Parking Disruptions for September 21 vs. Citiahoma State											
9/16/2019	3:00 PM Mood Food and Groove											
9/17/2019 10:00 a	.m. FAS Times	VPCFO PRC Common	Charle Moore	FAS Employees								
	1:15 PM Pall Cook Out Lm. Save the Date PRC Expo	Center HealthPoint	Molly Anderson Nosse Ovenmhada	PRC Employees PRC Employees								
917 NO ALL EMPLOYEE EMA	JL - PRESIDENTIAL EMAIL PLANNED											
9/20/2019	9:00 AM OE Training Classes Capitol Complex Improvement Project 3:00 PM Traffic Alert	HR-CE PTS	Michele Bennet Blanca Gamez	All Employees All Employees and All Students								
9/23/2019	A PRESIDENT'S STATE OF THE UNIVERSITY L PRESIDENTIAL EDAM, EVANNED 900 AM. OE TRAINING Classes Capitol Complex Improvement Project 350 PM. Traffic Alext 150 PM. Mannon Maer Email	HealthPoint	Nosse Ovienmhada	Benefits Eligible Employees	Email split over							
					multiple days to avoid WD performance issues							
9/20/2019 9/23/2019 1	10:00 AM Comp Time Expiration Notice 2:00 PM Comp Time Expiration Notice 10:00 AM Comp Time Expiration Notice	HR HR	Kelly Lomasney Kelly Lomasney	Banelfa Eligibis Employees Banelfa Eligibis Employees								
9/23/2019 9/24/2019 9/24/2019	200 PM Comp lime Expreson Notice 10:00 AM Mood, Food & Groove 10:00 AM Comp Time Expiration Notice	HR - EAP	Sara Muhisidin Kelly Lomasney	Benefits Eighie Employees Benefits Eighie Employees								
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9/30/2019 I	10:00 AM PRC Expo Coming Soon	HealthPoint	Ovienmhada	PRC Employees								
10/1/2019	Les. PAS Times 1:00 PM Tobacco Free Policy	VPCFO Tobacco Free Campus	Charle Moore Nosse Ovienmhads	FAS Employees All Employees & All Students PRC Employees								
		PRC Common Human Resources	Nosse Ovenmhada	PRC Employees All Employees								
10/3/2019	2:00 AM Dates to Remember 11:00 AM Fitness Classes and Yoga Launch Utility relocation and Red River realignment 4:50 PM construction begins Oct. 7	CPC	Laurie Lentz	All Employees & All Students								
10/4/2019	9:00 AM PRC Health Expo Today	HealthPoint	Ovienmhada Jennifer Nelson Sara Muhialdin	PRC Employees								
10/8/2019 1	2:00 PM Spectrum 10:30 AM Managerial Best Practices	HealthPoint	Sara Muhisidin	Supervisors	To be sent from VPSA to all							
					students and coordinated with FASINR to send to all							
10/8/2019	Drug-Free Schools and Communities 10:00 AM Act, 2015 Blennial Review Notice 2:00 PM Oldoberfest at Commons Cafe	HR All Employees	Michele Bennet	t HR All Employees Official	To be sent from VPSA to all students and coordinated with FAS-PR to send to all employees at the same time; this is required by tederal law							
10/9/2019	2:00 PM Oktoberfest at Commons Cafe 10:00 Mammo Maer Reminder & Yoga Event	PRC Common	Nosse Ovenmhada	PRC Employees								
10/14/2019 8:30 a.r 10/15/2019 10:00 a	10.00 Memore Mare Reminder & Yoga Event None Football Game Parking In Proceedings of Collider for Karasas Martin State Reminder & Filmess Casass 9.05.4M Title Training & PRC mat week 10004M FAS Core Volume 10054M Hore Football K Training In FAS Tensas	PTS VPCFO	Linsey Duett Charle Moore	ALL Employees and All Students FAS Employees								
10/22/2019 10:00 a 10/22/2019	Mammo Miser Reminder & Fitness Lm Classes 9:05 AM Title IX Training at PRC next week	PRC Common	Ovienmhada as Molly Anderson	All Employees PRC Employees								
10/24/2019 1 10/28/2019 10/29/2019 10:00 a	9:05 AM Honor Texas/Title IX Training Lm. FAS Times	VPCFO PRC Common	Kerri Battles as Molly Anderson Charle Moore	FAS Employees PRC Employees FAS Employees								
10/29/2019 10/29/2019 8:30 a.s	m. Halloween E-Bus	PTS HR Employee	Gloria Collins	All Students								
10/29/2019 1 10/30/2019 1 10/31/2019 8:30 a.s	m. Malloween E-Bus 10:00 AM Safe and Chill Wodplace 10:00 AM East Mati Bike Rack Removal m. Sure Walk Extended Hours 10:00 AM CPRIAED course	(FAS) Official PTS PTS	Sara Muhialdin Blanca Gamez Blanca Gamez	Benefits Eligible ALL Employees and All Students ALL Employees and All Students								
10/31/2019 1 NOVEMBER	10:00 AM CPRIAED course	HealthPoint OHP	Stacey Haley	HealthPoint Interested								
11/1/2019 8:30 a.m 11/1/2019 2:15 p.m	Parking Disruptions for UT Home Baskerball Games m. Arera work starts Nov. 7 Home Football Game Parking Disruptions for November 9 vs. Karasan m. State	PTS CPC	Linsey Duett Laurie Lentz	ALL Employees and All Students ALL Employees and All Students								
11/4/2019 8:30 a.t	Home Football Game Parking Disruptions for November 9 vs. Kansas m. State	PTS HealthPoint	Linsey Duett	ALL Employees and All Students								
11,4(2019 1	1:00 AM CPRIAZD training-11.7.19 1:00 PM Human Resources	OHP HealthPoint OHP	Stacey Haley Nosse Ovienmhada	HealthPoint Interested Benefits Eligible								
11/5/2019 10 a.m.	. OSSA nominations open 10:00 AM Aircell / Great American Smokecut	HR Healthpoint Wellness	Michele Bennet Nosse Ovienmhada	t HR Employees (FAS) Official; all employees Benefits Eligible								
11/7/2019 11/11/2019 11/12/2019 10-00 =	250 PM Commons Cafe Thankagiving 250 PM HR Spectrum Lm. FAS Times	PRC Common	Jennifer Nelson Charle Moore	PRC Employees HR Contacts/HR Contacts FAS Employees								
11/13/2019 1	10:00 AM ETU Day Save the Date 9:15 AM PRC Happenings	Healthpoint Wellness PRC Common	Nosse Ovenmhads a Molly Anderson	All Employees and All Students PRC Employees								
11/15/2019 1 11/15/2019 noon	10:00 AM HR Spectrum-follow up OSSA nominations dosing Submit Course Packets by Der 1	HR HR Document	Jennifer Nelson Michele Bennet Wendy	HR Contactal HR Contacts t HR Employees (FAS) Official; all employees								
11/19/2019 1	10:00 AM Deadline 9:00 AM Tobacco Free Campus and ETU video	Solutions Tobacco Free Campus	Schneider Nosse Ovienmhada	Faculty ALL Employees and All Students								
11/20/2019 11/20/2019 10 a.m.	Description to November 2 in Access Description to November 2 in Access Description to November 2 in 19 10 FM Faram Research 19 10 FM FARAM PROPERTY 1	PRC Common ts Darrell Bazzel	Molly Anderson Charle Moore	PRC Employees FAS Employees (official) - All Employees								
11/21/2019 8:30 a.s	Home Football Game Parking Disruptions for November 29 vs. Texas Tech Thanksgiving 2019 Late Night Transportation	PTS	Linsey Duett	ALL Employees and All Students ALL Employees and All Students								
11/25/2019 10:00 a	rm. FAS Times Red River travel, other travel impacts at at Dec. 2	VPCFO	Charle Moore	FAS Employees All Employees and All Products								
11/27/2019 8:30 as DECEMBER	Disruptions for November 29 is. Texas Tech Transagging 2010 Late Night Transportation Int. FAS Terms Red Oliver travel, other travel impacts star Olive 2. Star Olive 2. Transagging Schedule	PTS	Blanca Gamez	ALL Employees and All Students								
12/2/2000	0.00 AM Melider Merces	February)	Cohenidan	Admin Field								
12/3/2019	Electronic election of 1095C/claim you 10:00 AM form Electronic election of W-2/claim you 10:00 AM form	HR Benefits at Payrol Service	Disckwell es Keri Battes	Targeted list of benefits eligible employees Targeted list of benefits eligible employees								
	10:00 AM HR Spectrum 11:30 AM PTS Finals and Winter Break Info 10:00 AM Happy Holidaya	Human										
	PLEASE READ: Rebooting your system	Stephanie	Kerri Dattles									
12/10/2019 10:00 a	2.00 PM after updates are applied. i.m. FAS Times i.m. Thank You for a Great Year	SVPCFO	Charle Moore Charle Moore	FAS Employees FAS Employees								
EMPLOYEE EMAIL - PRESIDENTIAL EMAIL DI ANNED												
12/13/2019 10:00 a	Parking Disruptions for 12/16/19- 1/30/20 1:15 PM PRC Fuel Pumps Holiday Closure	PST PRC Common	Dennis Delaney	All Employees and All Students PRC Employees								
12/17/2019	Electronic election of 1095C/claim you 10:00 AM form	r HR Benefits	Steven Blackwell	Targeted list of benefits eligible employees								
12/17/2019	Electronic election of 1095C/claim you 10:00 AM form Norminations for Student Employee 1:00 PM of the Year Electronic election of W-2/claim you 10:00 AM form	HR at Payers from	Michele Bennet	t All Employees, HR Official Targeted list of hypothe electric								
1/9/2020	10:00 AM Calming the Waters	HR-EAP	Sara Muhialdin	and the second second								

Date	Date that the email will be scheduled for release in EMMA
Time	Exact time of day that will be requested in EMMA. This data point will be important when it comes to load balancing email.
Subject	Exact subject line that will be entered into EMMA. The subject line that the recipients will see in their inboxes.
Sender	Person or departmental email address that will appear in the "from" line in emails.
Author	Person who is repsonsible for entering the email into EMMA (also responsible for acquiring approvals outside of the system). This is the person who will be contacted of an issue is detected or if the email requires a different date or time for load balancing purposes.
EMMA Subaccount/A	The EMMA Subaccount and audience that the email will be sent to. Please indicate whether the email is for students, staff, faculty, or all employees or a custom list.
Notes	Any important, additional information that would be useful in determining the importance and priroty if email load balancing is deemed necessary or some issue is detected with the email