

Email Scheduled Date	Email Scheduled Time	Subject	Sender	Author	EMMA Subaccount/Audience	@drop down
January						
1/8/24	10:00 AM	4M - Motivate Your Team for the New Year	L&D	Michelle Bennett	supervisor list	
1/8/24	1:00 PM	President's Student Employee of the Year - Reminder	HR	Char Burke	all employees and students	
1/11/2024	2:00 PM	Subject Pending	EAP	Jill Lambert	Benefits Eligible	
1/13/24	1:00 PM	1095-C	HR	Steven Blackwell	Insurance Eligible	
1/17/24	10:00 AM	Staff Service Awards List Posted	Staff Awards	Michelle Bennett	All Staff plus All Supervisor lists	
1/18/24	9:30 AM	HR Collaborative (Stadium) Presentation	HR	Amy Williford	Custom Stadium List	
1/22/24	10:00 AM	W-2 Forms are Available	Tax Services	Terence Flowers	All Employees, All Students	
1/22/24	2:30 PM	VFN Updates	ITS	Katie Shaner	All Employees	
1/26/24	10:00 AM	SEED Program Announcement - Feb Workshops	HR	Char Burke	Student employees	
February						
2/1/2024	2:00 PM	Save the Date Recharge	HealthPoint	Nasee Ovenshade	Benefits Eligible	
2/2/24	12:00 PM	Annual Tax Exempt Notification	Payroll	Sue Jones	employees who have claimed exempt	
2/6/2024	9:00	Subject Pending	HealthPoint	Nasee Ovenshade	Benefits Eligible	
2/7/2024	4:00 PM	HR Collaborative February	HR	Amy Williford	Custom HR Collaborative List	
2/8/2024	2:00 PM	Subject Pending	EAP	Jillan Riggs	Benefits Eligible	
2/13/2024	10:00 AM	4M - Address Conflict in the Workplace	L&D	Michelle Bennett	supervisor list	
2/13/24	10:00 AM	Staff Service Awards List Posted reminder	Staff Awards	Michelle Bennett	All Staff plus All Supervisor lists	
2/13/2024	12:00 PM	Reminder - Annual Tax Exempt Notification	Payroll	Sue Jones	employees who have claimed exempt	
2/19/2024	9:00 AM	Save the Date Recharge	HealthPoint	Nasee Ovenshade	Benefits Eligible	
2/19/2024	9:30	HR Collaborative Presentation	HR	Amy Williford	Custom HR Collaborative List	
2/20/2024	9:00	Recharge Today!	HealthPoint	Nasee Ovenshade	Benefits Eligible	
2/20/24	3:00 PM	2023 Electronic 1095-C Forms Available	HR	Kelly Linsamney	2023 1095-C Recipients	
2/27/2024	1:00 PM	SEED Announcement - Year of AI	HR	Char Burke	Student Employees	
2/28/2024	9:30 AM	Beats and Bonding - Listening Through Music and Commun Building Comm.	HealthPoint	Nasee & Jillan	Benefits Eligible	
March						
3/4/2024	10:00 AM	4M - Assess and Address Employee Experience	L&D	Michelle Bennett	supervisor list	
3/7/2024	9:00 AM	UFCLC Catalyst Screening - Heart Walk Spring Into Motion	HealthPoint	Nasee	Benefits Eligible	
3/11/24	9:00 AM	SAVE THE DATE - April 11, 2024 - 2nd Annual UT First Document Solutions	Document Solutions	Kristen Morales	Event Planners & Admin Support	
3/11/2024	11:00 AM	HR Collaborative	HR	Amy Williford	Custom HR Collaborative List	
3/14/2024	2:00 PM	Unpacking Weight Stigma, Beats and Bonding, Founded EAP	EAP	Jillan Riggs	Benefits Eligible	
3/19/24	9:00 AM	HR Collaborative Presentation	HR	Amy Williford	Custom HR Collaborative List	
3/20/2024	10:00 AM	President's SECURITY Award Announcement	HR	Char Burke	All employees	
3/26/24	9:00 AM	Heart Walk, Recharging Station, Catalyst Screenings	HealthPoint	Nasee	PRC Employee	
3/26/24	9:00 AM	UFCLC Wellness Challenge Building Community	HealthPoint	Nasee	Benefits Eligible	
April						
4/4/2024	9:00 AM	2nd Annual UT First Showcase Reminder	Document Solutions	Kristen Morales	Event Planners, Admin Support, Faculty & PRC Employees	
4/8/2024	11:00 AM	HR Collaborative	HR	Taylor Clark	Custom HR Collaborative List	
4/8/2024	10:00 AM	4M - AI	L&D	Michelle Bennett	supervisor list	
4/11/2024	2:00 PM	Meeting with Nature, Neurodivergent Faculty and Staff	EAP	Jillan Riggs	Benefits Eligible	
4/11/2024	12:45 PM	Recharge Station	HealthPoint	Nasee	PRC Library	
4/24/2024	10:00 AM	Wellness Time Off & Catalyst Screening	HealthPoint	Nasee	Benefits Eligible	
4/19/2024	11:00 AM	HR Collaborative Presentation	HR	Taylor Clark	Custom HR Collaborative List	
4/23/2024	1:00 PM	SEED Announcement - Year of AI	HR	Char Burke	Student Employees	
4/24/2024	10:00 AM	Summer Insurance Eligibility - Faculty	HR	Kelly Linsamney	Custom Search Faculty list	
4/24/2024	10:00 AM	Summer Insurance Eligibility - TAMM	HR	Kelly Linsamney	Custom TAMM list	
4/24/2024	10:00 AM	Summer Insurance Eligibility - CRA	HR	Kelly Linsamney	Custom CRA list	
4/25/2024	10:00 AM	AI Panel Discussion Email	L&D	Michelle Bennett	All Staff	
May						
5/1/2024	10:00 AM	Wellness Time Off & Catalyst Screening	HealthPoint Wellness	Nasee	Benefits Eligible	
5/3/24	9:00 AM	HR Collaborative	HR	Taylor Clark	Custom HR Collaborative List	
5/6/24	10:00 AM	President's Staff Service Awards Reception - June 5, 2024 Staff Awards	Staff Awards	Michelle Bennett	custom 2024 service award list	
5/6/24	10:00 AM	Recognizing the 2024 President's Staff Awards Honorees	Staff Awards	Michelle Bennett	all employees	
5/6/24	12:00 PM	Chat Support Office	Payroll	Olivia Turner	student list	
5/9/2024	9:00 AM	HR Collaborative Survey	HR	Taylor Clark	Custom HR Collaborative List	
5/9/2024	2:00 PM	The EAP is Here for You, Structural Integrity, Build Your EAP	EAP	Jillan Riggs	Benefits Eligible	
5/13/24	10:00 AM	4M	L&D	Michelle Bennett	supervisor list	
5/15	9:00 AM	HR Collaborative Presentation	HR	Taylor Clark	Custom HR Collaborative List	
5/22/2024	10:00 AM	Reminder: President's Staff Service Awards Reception - Staff Awards	Staff Awards	Michelle Bennett	custom 2024 service award list	
June						
6/3/24	9:00 AM	4M - Lead Through Critical Incidents in the Workplace	L&D	Michelle Bennett	supervisor list	
6/6/2024	9:00 AM	HR Collaborative	HR	Taylor Clark	Custom HR Collaborative List	
6/10/2024	9:00 AM	L&D AI Staff Meeting Email	L&D	Michelle Bennett	all staff	
6/13/2024	10:00 AM	Save the Date Benefits Fair	HealthPoint	Nasee	Benefits Eligible	
6/13/2024	2:00 PM	Restorative Self-Care, Financial Wellness, Mindful Media	EAP	Jillan Riggs	Benefits Eligible	
6/17/2024	11:00 AM	HR Collaborative Presentation	HR	Taylor Clark	Custom HR Collaborative List	
6/20/2024	9:00 AM	West Mail Post Office Resurfacing	Document Solutions	Kristen Morales	All Staff, Faculty & Students	
6/27/2024	10:00 AM	SEED Announcement - Year of AI	HR	Char Burke	Student Employees	
6/28/2024	10:00 AM	Save the Date Benefits Fair	HealthPoint	Nasee	Benefits Eligible	
July						
7/1/2024	10:00 AM	Save the Date Benefits Fair	HealthPoint	Nasee	PRC ONLY	
7/11/2024	2:00 PM	Meet the EAP Counselors, Fostering Authenticity Aging & EAP	EAP	Jillan Riggs	Benefits Eligible	
7/8/2024	10:00 AM	Save the Date Benefits Fair	HealthPoint	Nasee	Benefits Eligible	
7/8/2024	1:00 PM	HR Collaborative	HR	Taylor Clark	Custom HR Collaborative List	
7/8/2024	1:00 PM	Annual Enrollment Announcement	HR	Kelly Linsamney	Benefits Eligible	
7/11/2024	10:00 AM	PRC Benefits Fair Next Week	HealthPoint	Nasee	PRC ONLY	
7/15/2024	8:00 AM	PRC Benefits Fair Today	HealthPoint	Nasee	PRC ONLY	
7/15/2024	2:00 PM	Annual Enrollment Supplement to OEB Email	HR	Kelly Linsamney	Benefits Eligible Faculty Staff, Retirees	
7/15/2024	2:00 PM	Annual Enrollment Supplement to OEB Email	HR	Kelly Linsamney	Benefits Eligible ACE Employees	
7/18/2024	10:00 AM	GPE Benefits Fair Next Week	HealthPoint	Nasee	Benefits Eligible	
7/22/2024	10:00 AM	Annual Enrollment Reminder	HR	Kelly Linsamney	Benefits Eligible	
7/22/2024	3:00 PM	HR Collaborative Presentation	HR	Taylor Clark	Custom HR Collaborative List	
7/23/2024	8:00 AM	GPE Benefits Fair Today	HealthPoint	Nasee	Benefits Eligible	
7/26/24	10:00 AM	Annual Enrollment Reminder	HR	Kelly Linsamney	Benefits Eligible	
August						
8/8/2024	2:00 PM	EAP at PRC: Emerging Professionals Group, Living Through EAP	EAP	Jillan Riggs	Benefits Eligible	
8/12/2024	9:00 AM	HR Collaborative	HR	Taylor Clark	Custom HR Collaborative List	
8/22/2024	10:00 AM	HR Collaborative	HR	Taylor Clark	Custom HR Collaborative List	
September						
9/4/24	1:30 PM	HealthPoint Financial Wellness & Fitness Classes	HealthPoint	Nasee	Benefits Eligible	
9/5/2024	10:00 AM	HR Collaborative	HR	Taylor Clark	Custom HR Collaborative List	
9/9/2024	10:00 AM	SEED Fall Workshops Announcement	HR	Char Burke	Student Employees	
9/10/2024	8:30 AM	EAP September Events and Resources	EAP	Stacey Haley	Benefits Eligible	
9/18/2024	14:00	HR Collaborative	HR	Taylor Clark	Custom HR Collaborative List	
9/25/2024	10:00	Fall into Fitness	HealthPoint	Nasee	Benefits Eligible	
October						
10/1/2024	9:30 AM	EAP October Events and Resources	EAP	Stacey Haley/Morgan	Benefits Eligible	
10/3/2024	9:00 AM	HR Collaborative	HR	Taylor Clark	Custom HR Collaborative List	
10/3/2024	9:00 AM	Find a Primary Care Provider, Menno Meers, Wellness	HealthPoint	Nasee	Benefits Eligible	
10/3/2024	15:45	UT FLEX Account Registration	HR	Kelly Linsamney	UT FLEX Participants	
10/9/24	10:00 AM	1095-CW-2 Printing Elections	HR	Kelly Linsamney	Custom List	
10/11/2024	11:45	Coming Together	HR	Susan Handman	Benefits Eligible	
10/14/2024	3:30 AM	New HR Service Center portal launch announcement	HR	Stacey Haley	HR Contacts	
10/16/2024	9:00 AM	HR Collaborative	HR	Taylor Clark	Custom HR Collaborative List	
November						
11/4/2024	2:00 PM	EAP November Events and Resources	EAP	Morgan Bullock	Benefits Eligible	
11/5/24	2:00 PM	1095-CW-2 Printing Elections	HR	Kelly Linsamney	Custom List	
11/7/2024	10:45 AM	HealthPoint November Newsletters	HealthPoint	Nasee	Benefits Eligible	
11/9/2024	10:00 AM	HR Collaborative	HR	Taylor Clark	Custom HR Collaborative List	
December						
12/2/2024	10:00 AM	SEOTY Nominations Open	HR	Char Burke/Norma Perez/Human Resources-SWS		
12/9/2024	2:00 PM	Subject Pending	EAP	Morgan Bullock	Benefits Eligible	
12/16/2024	10:00 AM	SEOTY Nominations Close	HR	Char Burke/Norma Perez/Human Resources-SWS		

Date	Time	Subject	Sender	Author	EMMA Subaccount	Audience	Notes
		NO CHALK OFF 1207 PRESIDENTIAL EMAIL					
	1208	11:55 AM UT Line Reminder for Last Minute CDEs	Document Solutions	William Philips			
	1209	10:55 AM FAS Use in Review	Daniel Bazzell	Barbara Moore		FAS Employees	
		NO CHALK OFF 1210 PRESIDENTIAL EMAIL NO CHALK OFF 1210 PRESIDENTIAL EMAIL					
	1210	2:50 PM Spectrum Presentation	Human Resources	Jennifer Nelson		Spectrum	
	1211	10:55 AM TSD Candidate leadership message	Daniel Bazzell	Kurt Batters		FAS Employees	
	1211	8:55 AM Release Notes for December 11, 2020	amUS	Stephan Gray		Release Notes Sub List	
	12110000	10:55 AM Form 1086-C: Call Out of Paper City	H&M Benefits	Elisabeth		custom list	
	12140000	7:38 AM UT Directory new releases log in with your UT ED	ISO	Kurt Batters		F&E Information - all students, all employees	
	12140000	8:55 AM December 14, 2020	amUS	Stephan Gray		SPC release notes list	
	12150000	7:58 AM Student ID by	Payroll	Sam Jones		SPC 2 - students receiving paper forms	
	12150000	Removes a Student Employee TOCWAF 2021 President's	Payroll	Sam Jones		SPC 2 - students receiving paper forms	
	1216	2:50 PM Student Employee of the Year Nominations and Final Open	H&M	Michelle Bennett		H&M Employees (FAS) Official Newsletter Custom List	
	1216	8:55 AM News from amUS - December 16, 2020	amUS	Stephan Gray		Newsletter Custom List	
		NO CHALK OFF 1217 PRESIDENTIAL EMAIL NO CHALK OFF 1217 PRESIDENTIAL EMAIL					
	12180000	8:55 AM Release Notes for December 18, 2020	amUS	Stephan Gray		Release Notes Sub List	
	12210000	Release Notes for Employee Process Changes for	amUS	Stephan Gray		SPC release notes list	
	12210000	8:55 AM December 21, 2020	amUS	Stephan Gray		SPC release notes list	
	160001	8:55 AM News from amUS - January 6, 2021	amUS	Stephan Gray		Newsletter Custom List	

Date	Time	Subject	Sender	Author	EMMA Subaccount/Audience	Notes
ARCHIVE						
AUGUST						
8/14/2019	12:00 p.m.	Traffic and parking disruptions Aug. 16-20	PTS	Lindsay Durr	ALL Employees and All Students	
8/15/2019	10:00 a.m.	FAS Times	VPCFO	Charlie Moore	FAS Employees	
NO EMAIL - PRESIDENTIAL EMAIL PLANNED						
8/21/2019	3:15 p.m.	Connecticut College Aug 22-27 Home Football Game Parking Disruptions for August 31 vs. Louisiana Tech	PTS	Lindsay Durr	ALL Employees and All Students	
8/26/2019	8:30 a.m.	Longhorn Friday Kick-Off	Daniel Barrett	Charlie Moore	FAS Employees Official	part of longhorn friday fall launch
8/27/2019	10:00 AM	HR EAP	HR	Sara Mohrstein	All Staff and Faculty	
8/28/2019	8:30 a.m.	Fall Updates for Parking and Transportation	PTS	Gloria Colles	ALL Employees	
8/28/2019	8:30 a.m.	Fall Updates for Parking and Transportation	PTS	Gloria Colles	All Students	
8/29/2019	10:30a.m.	Nature's Sim Email and HealthPoint Fitness Classes	HealthPoint	Heather Overmire	All Employees	
8/29/2019	8:30 a.m.	After-Hours Transportation Safety Program Resumes	PTS	Gloria Colles	All Students	
8/29/2019	11:00 a.m.	Printing and traffic disruptions beginning PPTS Program Resumes	PTS	Lindsay Durr	ALL Employees and All Students	needs to be before noon
8/30/2019	8:30 a.m.	Program Resumes	PTS	Gloria Colles	All Employees	
8/30/2019	11:00 a.m.	Campus Insurance	HR	Sharon	Single-Credit Student/Faculty	
8/30/2019	2:00 p.m.	Construction Advisory for \$0 project (pending approval)	Laurie for CPC	Laurie Lentz	All Employees and All Students	
SEPTEMBER						
NO EMAIL - PRESIDENTIAL EMAIL PLANNED						
9/3/2019	8:30 a.m.	Home Football Game Parking Disruptions for September 7 vs. LSU	PTS	Lindsay Durr	ALL Employees and All Students	
9/3/2019	10:30 a.m.	FAS Times	VPCFO	Charlie Moore	FAS Employees	
9/3/2019	1:00 p.m.	Resistor Safety on Campus	PTS	Bianca Gomez	ALL Employees and All Students	
9/4/2019	None	Release From Campus Priority Reminder	Carroll	Overmire	ALL Employees and All Students	
9/5/2019	3:00 PM	Spectrum Reminder	HR	Jennifer Nelson	HR Contacts	
9/6/2019	10:30 AM	Spectrum Reminder	HR	Jennifer Nelson	HR Contacts	
NO EMAIL - PRESIDENTIAL EMAIL PLANNED						
9/8/2019	1:00 p.m.	Comp Time Expiration Notice	HR	Kelly Lomeny	Benefits Eligible Faculty and Staff	
9/9/2019	3:00 p.m.	Construction Update for \$0 project	PTS	Lindsay Durr	ALL Employees and All Students	
9/9/2019	11:00 AM	PTN Emails	HealthPoint	None	Benefits Eligible Faculty and Staff	
NO EMAIL EMPLOYEE EMAIL - PRESIDENTIAL EMAIL PLANNED						
NO EMAIL EMPLOYEE EMAIL - PRESIDENTIAL EMAIL PLANNED						
NO EMAIL EMPLOYEE EMAIL - PRESIDENTIAL EMAIL PLANNED						
9/12/2019	10:30 a.m.	Construction Advisory: SSS	Laurie Lentz	Laurie Lentz	All Employees and All Students	
9/12/2019	1:00 PM	Document Solutions Fall Showcase	DOCSOL	Wendy Schneider	All Employees	
9/12/2019	10:30 a.m.	Spectrum	Restaurants	Jennifer Nelson	HR Contacts	
9/12/2019	2:00 p.m.	PRC Happenings	PRC Commons	Event Services	Molly Anderson	PRC Employees
9/13/2019	8 a.m.	FAS LCP	FAS Comm	Betha	FAS Employees?	
9/14/2019				Payroll Services		
NO ALL EMPLOYEE EMAIL - PRESIDENTIAL EMAIL PLANNED						
9/16/2019	8:30 a.m.	Home Football Game Parking Disruptions for September 21 vs. Oklahoma State	PTS	Lindsay Durr	ALL Employees and All Students	
9/16/2019	3:00 PM	Mood, Food and Groceries	HR	Headpoint S&P (FAS)		
9/17/2019	10:30 a.m.	FAS Times	VPCFO	Charlie Moore	FAS Employees	
9/17/2019	1:15 PM	Fall Cook Out	PRC Commons	Molly Anderson	PRC Employees	
9/17/2019	10:30 a.m.	Save the Date PRC Expo	HealthPoint	None	Overmire	PRC Employees
NO ALL EMPLOYEE EMAIL - PRESIDENTIAL EMAIL PLANNED						
NO ALL EMPLOYEE EMAIL - PRESIDENTIAL EMAIL PLANNED						
NO ALL EMPLOYEE EMAIL - PRESIDENTIAL EMAIL PLANNED						
9/20/2019	9:00 AM	CE Training Classes	HR-CE	Michelle Bennett	All Employees	
9/20/2019	3:00 PM	Traffic Alert	PTS	Bianca Gomez	All Employees and All Students	
9/23/2019	1:00 PM	Maximo Mizar Email	HealthPoint	Heather Overmire	Benefits Eligible Employees	
9/23/2019	10:00 AM	Comp Time Expiration Notice	HR	Kelly Lomeny	Benefits Eligible Employees	
9/23/2019	2:00 PM	Comp Time Expiration Notice	HR	Kelly Lomeny	Benefits Eligible Employees	
9/23/2019	2:00 PM	Comp Time Expiration Notice	HR	Kelly Lomeny	Benefits Eligible Employees	
9/24/2019	10:00 AM	Mood, Food & Groceries	HR-EAP	Sara Mohrstein	Benefits Eligible Employees	
9/24/2019	10:00 AM	Comp Time Expiration Notice	HR	Kelly Lomeny	Benefits Eligible Employees	
9/24/2019	2:00 PM	Comp Time Expiration Notice	HR	Kelly Lomeny	Benefits Eligible Employees	
9/26/2019	10:00 AM	PRC Expo Conting Plan	DOCSOL	Wendy Schneider	All Employees	
9/30/2019	10:00 AM	PRC Expo Conting Plan	HealthPoint	Heather Overmire	PRC Employees	
OCTOBER						
10/1/2019	10:30 a.m.	FAS Times	VPCFO	Charlie Moore	FAS Employees	
10/1/2019	1:00 PM	Tobacco Free Policy	Carroll	None	All Employees & All Students	
10/1/2019	2:00 AM	Dates to Remember	PRC Commons	Molly Anderson	PRC Employees	
10/1/2019	11:00 AM	Fitness Classes and Tiger Launch	Restaurants	None	All Employees	
10/3/2019	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	None	Overmire	PRC Employees
10/7/2019	2:00 PM	Spectrum	Restaurants	Jennifer Nelson	HR Contacts	
10/8/2019	10:30 AM	Managerial Staff Practices	HealthPoint	Sara Mohrstein	Supervisors	
10/8/2019	10:30 AM	Drop Free Schools and Communities	HR All	Michelle Bennett	HR All Employees Official	
10/9/2019	2:00 PM	Childsafety at Commons Cafe	PRC Commons	Molly Anderson	PRC Employees	
10/9/2019	10:00	Maximo Mizar Reminder & Tiger Event	HealthPoint	Heather Overmire	All Employees	
10/14/2019	8:30 a.m.	Home Football Game Parking Disruptions for October 19 vs. Kansas	PTS	Lindsay Durr	ALL Employees and All Students	
10/15/2019	10:30 a.m.	FAS Times	VPCFO	Charlie Moore	FAS Employees	
10/22/2019	10:30 a.m.	Maximo Mizar Reminder & Fitness Classes	HealthPoint	None	All Employees	
10/22/2019	9:05 AM	U.S. Training at PRC next week	PRC Commons	Molly Anderson	PRC Employees	
10/24/2019	10:00 AM	FAS Core Values	VPCFO	Ken Bellas	FAS Employees	
10/24/2019	9:05 AM	Senior Researcher Training	PRC Commons	Molly Anderson	PRC Employees	
10/29/2019	10:30 a.m.	FAS Times	VPCFO	Charlie Moore	FAS Employees	
10/29/2019	8:30 a.m.	Halloween @ Bus	PTS	Gloria Colles	All Students	
10/29/2019	10:00 AM	Sales and Civil Workforce	(FAS) Official	Sara Mohrstein	Benefits Eligible	
10/30/2019	10:00 AM	Start Mail Back Reminder	PTS	Bianca Gomez	All Employees and All Students	
10/31/2019	8:30 a.m.	Save Walk Extended Hours	HealthPoint	Bianca Gomez	ALL Employees and All Students	
10/31/2019	10:00 AM	CPRE&D course	CHP	Stacy Haley	HealthPoint Interested	
NOVEMBER						
11/1/2019	8:30 a.m.	Parking Disruptions for UT Home	PTS	Lindsay Durr	ALL Employees and All Students	
11/1/2019	2:15 p.m.	Arena work starts Nov. 7	CPC	Laurie Lentz	ALL Employees and All Students	
11/4/2019	8:30 a.m.	Home Football Game Parking Disruptions for November 24 vs. Kansas	PTS	Lindsay Durr	ALL Employees and All Students	
11/4/2019	10:00 AM	CPRE&D training 11.7-13	HealthPoint	Stacy Haley	HealthPoint Interested	
11/5/2019	1:00 PM	Homes Resources	CHP	None	Overmire	Benefits Eligible
11/6/2019	10 a.m.	OSHA renotification open	HR	Michelle Bennett	HR Employees (FAS) Official, all employees	
11/7/2019	10:00 AM	Awards / Great American Breakfast	HealthPoint	Whitney	Benefits Eligible	
11/7/2019	2:00 PM	Commons Cafe Thanksgiving	PRC Commons	Molly Anderson	PRC Employees	
11/11/2019	2:00 PM	HR Spectrum	HR	Jennifer Nelson	HR Contacts/HR Contacts	
11/12/2019	10:30 a.m.	FAS Times	VPCFO	Charlie Moore	FAS Employees	
11/12/2019	10:00 AM	ETU Day: Save the Date	HealthPoint	None	All Employees and All Students	
11/14/2019	9:15 AM	PRC Happenings	PRC Commons	Molly Anderson	PRC Employees	
11/14/2019	10:00 AM	HR Spectrum - Follow up	HR	Jennifer Nelson	HR Contracts/HR Contracts	
11/15/2019	noon	OSHA renotification closing	HR	Michelle Bennett	HR Employees (FAS) Official, all employees	
11/19/2019	10:00 AM	Submit Course Packets by Dec. 1	Document	Wendy Schneider	Faculty	
11/19/2019	9:00 AM	Deadline	HealthPoint	None	Overmire	All Employees and All Students
11/19/2019	9:00 AM	Tobacco Free Campus and ETU video	Carroll	Overmire	ALL Employees and All Students	
11/20/2019	9:10 AM	Tobacco Free Campus and ETU video	PRC Commons	Molly Anderson	PRC Employees	
11/20/2019	10 a.m.	FAS Policy Practice Book Progress	Daniel Barrett	Charlie Moore	PRC Employees (if any) - All Employees	
11/21/2019	8:30 a.m.	Home Football Game Parking Disruptions for November 29 vs. Texas Tech	PTS	Lindsay Durr	ALL Employees and All Students	
11/22/2019	12:00 p.m.	Thanksgiving 2019: Live Night	PTS	Bianca Gomez	All Employees and All Students	
11/26/2019	10:30 a.m.	FAS Times	VPCFO	Charlie Moore	FAS Employees	
11/26/2019	1:00 p.m.	Mail Room closed, other travel impacts alert Dec. 2	Laurie Lentz	Laurie Lentz	All Employees and All Students	
11/27/2019	8:30 a.m.	Thanksgiving Schedule	PTS	Bianca Gomez	ALL Employees and All Students	
DECEMBER						
12/3/2019	9:00 AM	Mail and Campus Direct Services Holiday Hours	FAS (for Doc Solutions)	Wendy Schneider	Admin Staff	
12/3/2019	10:00 AM	Electronic election of 100CC/Dean your term	HR Benefits	Steven Blackwell	Targeted list of benefits eligible employees	
12/3/2019	10:00 AM	Electronic election of W-2/claim your term	HR Benefits	Ken Bellas	Targeted list of benefits eligible employees	
12/3/2019	10:30 AM	HR Spectrum	Restaurants	Jennifer Nelson	HR Contracts/HR Contracts	
12/3/2019	11:30 AM	FTS Finish and Winter Break Info	SV/PCFO	Gloria Colles	ALL Employees and All Students	
12/3/2019	10:00 AM	Happy Holidays	SV/PCFO	Charlie Moore	FAS Employees	
12/3/2019	10:00 AM	MS&S S&S Relucting your system	Restaurants	Stephanie	FAS Employees	
12/3/2019	2:00 PM	after updates are applied.	Daniel Barrett	Ken Bellas	FAS Employees	
12/3/2019	10:30 a.m.	FAS Times	VPCFO	Charlie Moore	FAS Employees	
12/11/2019	10:30 a.m.	Thank You for a Great Year	SV/PCFO	Charlie Moore	FAS Employees	
NO ALL EMPLOYEE EMAIL - PRESIDENTIAL EMAIL PLANNED						
12/13/2019	10:30 a.m.	Parking Disruptions for 12/14/15	PTS	Devin Delaney	All Employees and All Students	
12/17/2019	1:15 PM	PRC Fall Party Holiday Closure	PRC Commons	Molly Anderson	PRC Employees	
12/17/2019	10:00 AM	Electronic election of 100CC/Dean your term	HR Benefits	Steven Blackwell	Targeted list of benefits eligible employees	
12/17/2019	1:00 PM	Nominations for Student Employee of the Year	HR	Michelle Bennett	All Employees, HR Official	
12/18/2019	10:00 AM	Electronic election of W-2/claim your term	HR Benefits	Ken Bellas	Targeted list of benefits eligible employees	
12/22/2019	10:00 AM	Celebrating the Winter	HR-EAP	Sara Mohrstein		

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 responsible for entering the email into EMMA (also responsible for acquiring approvals outside of the system). This is the person who will be contacted if 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 priority if email load balancing is deemed necessary or some issue is detected with the email