The Administrative Affairs Division exists to provide support to the educational mission of the University through the creation and maintenance of quality services which promote and enhance our teaching, learning, and working environments.

Common Management Systems
The Common Management Systems (CMS) Project is a CSU-wide endeavor to integrate the administrative functions of Human Resources, Financial, and Student Administrative services through Enterprise Resource Planning (ERP) software from PeopleSoft, Inc. This department is also responsible for the ongoing Quality Improvement program in the Administrative Affairs division.

Facilities Management
Facilities Management is responsible for construction projects, and operation of HSU facilities. Departments within Facilities Management include Plant Operations, Distribution Services, Property, Maintenance, Transportation and Construction Management.

Business Services
Business Services includes the University Budget Office, Financial Services and Human Resources.

The University Budget Office performs many activities on behalf of the University associated with planning, analyzing, and administering the campus budget. As a part of that general purpose the Budget Office provides budget information, advice, and assistance to the campus community on budgetary matters.

Financial Services is a unit within HSU's Administrative Affairs division responsible for recording and reporting the fiscal activities of the university. Financial Services maintains the university's financial records and prepares financial statements and reports; pays university vendors; collects and receipts university fees and payments; and disburses financial aid to students. Within Financial Services is also Contracts & Procurement, which is responsible for the purchase of commodities, the issuance of contracts and agreements for construction and services, administration of the University's risk management program, and Environmental Health & Safety.
Human Resources provides a variety of services to the campus community, primarily to non-faculty employees. The services involving staff and management employees include:

- Coordination of recruitment and selection activities
- Administration of compensation and classification programs
- Development and coordination of training and development programs
- Employer-employee relations assistance
- Collective bargaining contract administration
- Payroll - processes pay warrants and maintains payroll and leave credit records for university employees

Planning and Design
Responsibilities for programming, planning, architecture, engineering, interior design, and facilities data base management.