



## UNH HR Contact Information

UNH utilizes a shared services model with dedicated teams across HR supporting the entire University system.

### Benefits

The Benefits Team assists with questions regarding Medical, Dental, Vision, Life Insurance, Retirement Plans, Tuition Benefit, and other Voluntary Benefits. In addition: Leaves of Absence, Workers Compensation, Retiring from UNH, and technical support for accessing the online benefits platform *MyBenefits.usnh.edu*.

- Support Requests/Contact: [HR.Benefits@unh.edu](mailto:HR.Benefits@unh.edu) or (603) 862-0504
- <https://www.unh.edu/hr/benefits>

### Compensation

The Compensation Team manages the compensation strategy systemwide, reclassifications, internal and external equity, review, and approval of certain compensation payments for faculty and staff including bonuses and additional pays. Approval of requests to pay employees a lump sum or salary and general compliance with the Fair Labor Standards Act.

- <https://www.unh.edu/hr/compensation>

### Human Resource Business Partners

The HR Partners at UNH work with employees on organizational and strategic planning; employee relations; coaching and performance management; diversity initiatives; policy guidance, compliance with federal, state, and local laws; education and training.

- List of partner contact information and their assigned groups: <https://www.unh.edu/hr/partners>

### HR Operations

The HR Operations Team manages employee lifecycle transactions including Job and Position Changes, Resignations/Terminations, Supervisor changes, and other general requests.

- Team Dynamix Requests: <https://td.unh.edu/TDClient/60/Portal/Requests/ServiceCatalog?CategoryID=215>
- How-To Knowledge Base: <https://td.unh.edu/TDClient/60/Portal/KB/?CategoryID=875>
- [HR.Services@unh.edu](mailto:HR.Services@unh.edu) or (603) 862-0026

### USNH Time and Leave Team (TALT)

An employee's access to UKG becomes active on their first day of employment and remains active for 8 days following the end of their employment. The USNH TALT Team is available for assistance with schedules and timecard entries via UKG (Kronos), including how to support employees with recording time on multiple jobs and what to do if time was not recorded prior to a pay period deadline.

- Support Request ticket: <https://td.unh.edu/TDClient/60/Portal/Requests/ServiceDet?ID=417>
- [usnh.talt@usnh.edu](mailto:usnh.talt@usnh.edu)
- [Book a 1on1, Q&A, or Training Session with a Time and Leave Specialist](#)
- [UKG Information and Resources](#)



## Recruiting and Onboarding

The Recruiting Team supports the hiring process including assistance in posting a position to UNH's careers page, making suggestions on advertisements, developing a diverse candidate pool, screening and phone interviewing applicants, reference checking, negotiating salary and making offers.

Once the offer has been extended, the onboarding team helps to facilitate the pre-employment communication and process to ensure a successful new hire experience.

**Please use the links below to initiate the hiring process via Team Dynamix or People Admin.**

- [Student & Work study hires](#)
- [Part-time adjunct staff \(< 20 hours/week\)](#)
- [Adjunct faculty](#)
- Full-time adjunct staff (20+ hours/week), Benefited staff, Faculty, Lecturers, Visiting Professors and Post doc hiring is requested through **PeopleAdmin Hiring** <https://jobs.usnh.edu/hr/>

## Hiring and People Admin Resources

- Creating a position description or posting in PeopleAdmin <https://www.unh.edu/hr/peopleadmin>
- Hiring Toolkit <https://www.unh.edu/hr/hiring-toolkit>
- [hr.recruiting@usnh.edu](mailto:hr.recruiting@usnh.edu) or (603) 862-0500
- [onboarding.team@usnh.edu](mailto:onboarding.team@usnh.edu) or (603) 862-0544
- <https://www.unh.edu/hr/employment-process#staff>

\*Grad student stipends are currently handled by Finance or SPA (if grant related).

## USNH Payroll

The USNH Payroll team can assist with questions relative to pay checks, direct deposit, W2 & W4s, jury duty checks, taxation, and the WISE system.

- Payroll Support Requests/Contact: [foc.payroll@usnh.edu](mailto:foc.payroll@usnh.edu) or (603) 862-1400 (they do not use a ticketing system)
- <https://www.unh.edu/hr/payroll>
- <https://wise.usnh.edu/>

For additional assistance, please refer to the [UNH Administrative Services and Support FAQ page](#) or to the current [HR and Finance Go-To Guide](#) or visit