



University of
New Hampshire

UNH HR Contact Information

Benefits

Benefits including 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.unh.edu*

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

Compensation

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

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 partners and their assigned groups: <https://www.unh.edu/hr/partners>
- (603) 862-0544 for assistance connecting to a Partner

HR Operations

Manage employee transactions including Job and Position Changes, Resignations/Terminations, Supervisor changes, and other general requests.

- Team Dynamix Requests: <https://td.unh.edu/TDClient/60/Portal/Home/?ID=adf8372d-c136-4df8-805c-40993ae86fca>
- How-To Knowledge Base: <https://td.unh.edu/TDClient/60/Portal/KB/?CategoryID=875>
- HR.Services@unh.edu or 603-862-0026
- <https://www.unh.edu/hr/about>



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Recruiting and Onboarding

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

TeamDynamix Hiring

- Student & work study hires
<https://td.unh.edu/TDClient/60/Portal/Requests/ServiceDet?ID=521>
- Part time adjunct staff (< 20 hours/week)
<https://td.unh.edu/TDClient/60/Portal/Requests/ServiceDet?ID=534>

PeopleAdmin Hiring <https://jobs.usnh.edu/hr/>

- Full time adjunct staff (20+ hours/week)
- Benefited Staff
- Faculty (all)
- Lecturers
- Postdocs
- 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@unh.edu, onboarding.team@usnh.edu or 603-862-0500
- <https://www.unh.edu/hr/employment-process#staff>

*Grad student stipends and adjunct faculty hires are currently handled by Finance

USNH

Payroll

Pay, Direct Deposit, Jury Duty Checks, Taxation

- <https://www.unh.edu/hr/payroll>
- Payroll Support Requests/Contact: foc.payroll@usnh.edu (they do not use a ticketing system)

Time and Leave

UKG (Kronos)

- Support Request: <https://td.unh.edu/TDClient/60/Portal/Requests/ServiceDet?ID=417>
- usnh.talt@usnh.edu
- [HR and Finance Go-To Guide](#)