

## GRANITE STATE COLLEGE

Street addresses and not building names are used for GSC addresses.

### Active Building Names

In the list below the GSC Office is provided for easy reference. The CM address type entry for GSC should only include the address as specified in the "UNH Mail Service Delivery" column and should \*not\* include the specific GSC Office.

Address Line 1 -To Deliver Mail to This Office:	Code Address Line 2 - UNH Mail Service Delivery	City	State	Zip
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GSC Concord	25 Hall Street	Campus-Concord	.	GSC-CONC
GSC Portsmouth	51 International Drive	Campus-Portsmouth	.	GSC_PORT

Address Line 1	Address Line 2 – US Mail Delivery	Line 3	City	State	Zip
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GSC E&TP	Dolloff Building	117 Pleasant St	Concord	NH	03301
GSC Rochester	Merchant's Plaza	1 Old Dover Rd	Rochester	NH	03867
Rochester Regional Campus	35-E Industrial Way	Suite 101	Rochester	NH	03867
GSC Conway	53 Technology Lane		Conway	NH	03818
GSC Littleton	646 Union St		Littleton	NH	03561
GSC Berlin	2020 Riverside Drive		Berlin	NH	03570
GSC Manchester	175 Ammon Drive	Unit 210	Manchester	NH	03103
GSC Claremont	27 Pleasant St		Claremont	NH	03743
GSC Lebanon	325 Mt Support Road		Lebanon	NH	03766
GSC Lebanon Academic Campus	Trade Center Building	24 Airport Rd	West Lebanon	NH	03784
GSC Manchester Academic Campus	MillWest Building, Third Floor	195 McGregor Street	Manchester	NH	03102
GSC Nashua	505 Amherst Street		Nashua	NH	03063

## KEENE STATE COLLEGE

### Active Building Names

8-10 Madison	Carroll House	Owl's Nest
48 Butler Court	Cheshire House	Parker Hall
61 Butler Court	Dining Commons	Pondside Hall
81 Blake St	EH Inst Network	President's House
83-85 Blake St	Elliot Hall	Proctor House
88 Winchester	Fiske Annex	Putnam Science Center
115 Winchester	Fiske Hall	Randall Hall
118 Winchester	Grafton Hall	Redfern Arts Center
Adams Tech Bldg	Hale Building	Rhodes Hall
Alumni Center	Holloway Hall	Spaulding Gym
Art Center	Huntress Hall	Thorne Sagendorph Art Gallery
Blake House	Joslin House	Tisdale Apts
Bookstore	Keddy House	Whitcomb Bldg
Bushnell Apts	Mason Library	Writing Center
Butterfield Hall	Media Arts Center	Young Student Center
Carle Hall	Monadnock Hall	
	Morrison Hall	

Address Line 1	Address Line 2	Line 3	City	State	Zip
Work WISE NH	Ammon Center		Manchester	NH	03103

### Obsolete Building Names (Do not use)

109 Blake St	Coos House	Kennedy House
1517 Madison Hs	Doyle House	Page Court House
Bass House	Duffy House	Rockingham House
Belknap House	Hillsboro House	Strafford House
Computer Center		

## PLYMOUTH STATE UNIVERSITY

### Student Postal Delivery

At PSU all student mail is sent to the student's HUB Suite Box, NOT to their dormitory. A weekly feed updates the student postal mail address in Banner HR . This feed overwrites existing campus addresses when the first address line contains the text "Student Distribution". This text is an indicator that the campus supplied address from the student system should be used for HR campus mail delivery.

### Active Building Names

23 Avery Street	D&M Building	Mary Lyon Hall
25 Highland Avenue	Ecohouse	Mary Taylor House
83 Langdon Street	Ellen Reed House	Memorial Building
131 Main Street	Facilities Services	PE Center
Bagley House	Frost House	Pemi Hall
Belknap Hall	Grafton Hall	Rounds Hall
Bulk Mail Center	Hartman Union Building	Russell House
Blair Hall	Holmes House	Silver Center
Boyd Science Center	Hyde Hall	Smith Hall
Centre Lodge	Lamson Library	Speare Admin Building
Child Dev & Family Ctr	Langdon Woods	University Computer Store
Counseling/Human Rel	Mary Lyon	University Police

### Obsolete Building Names (Do not use)

Health Services  
ITS Repair Shop  
Kelley House  
Pep House  
Hogan House  
Infirmary  
Purchasing Dept

## UNIVERSITY OF NEW HAMPSHIRE

### NOTE regarding student postal delivery.

At UNH all student mail is sent to the student's UNH campus mailing address (Memorial Union, Babcock House, Woodside, The Gables) and NOT to their dormitory. A weekly feed updates the student's campus address and this feed overwrites any existing campus address when the first address line contains the text "Student Postal Center" indicating that the campus supplied address from the student system should be used for HR campus mail delivery.

If a student requests that their check be mailed to their primary hiring department instead of their student's UNH campus delivery address, please follow the CM coding conventions (See Page 33 of Module 3 training documentation for detailed explanation).

### NOTE regarding addresses as building names.

Until buildings are dedicated (i.e., named), street addresses are used as the official building name. These addresses should be used for PPAIDEN entry.

Building Names with Street Names	Examples of departments in these buildings
1 Leavitt Lane	Computing & Information Servs
2 Leavitt Lane	Human Resources
6 Leavitt Lane	Facilities Services
10 Garrison Avenue	Paul College
13 Leavitt Lane	Small Projects Dept
122 Mast Road	UNH Sea Grant
18 Waterworks Road	Police
10 West Edge Dr	Printing Service
	Mail Service
	Institute on Disabilities
	Family Research Lab
73 Corporate Drive	Professional Development and Training (Pease)
11 Brook Way	Council of Presidents
	Teaching Excellence
21 Madbury Rd Ste 100	Interoperability Lab
21 Madbury Rd Ste 101	UNHInnovation
Pettee Brook Lane	Grad School Analytics

Building Names	Building Names	Building Names
Admin-Stoke	Holloway Commons	Paul Creat Arts
Babcock House	Hood House	Perpetuity Hall
Barton Hall	Horton SSC	Pettee Hall
Browne Center	Huddleston Hall	Pettee House
Chase Ocean Eng	Jackson Lab	Philbrook
Child Dev Ctr	James Hall	Putnam Hall
Cole Hall	Kellogg Ctr	Rec Complex
Conant Hall	Kendall Hall	Ritzman Lab
Dairy Nutrition Res Ctr	Kingman Farmhse	RR Stn/Dairy
Dairy T & R Ctr	Kingsbury Hall	Rudman Hall
Demeritt Hall	Light Hors Classrm Bldg	Serv Bldg & Fire
Dimond Library	Light Hors Stbl	Smith Hall
Eliz Demeritt	Marine Prog Bldg	Stillings Hall
Elliott Alumni	McConnell Hall	Taylor Hall
Equine Center	Memorial Union	Telecom Center
Farm Serv Bldg	Moiles House	The Gables
Field House	Morrill Hall	Thompson Hall
Forest Park	Morse Hall	Transportation Garage
Greenhouses	Murkland Hall	US Forest Serv
Gregg Hall	Nesmith Hall	Veterinary Diagnostic Laboratory
Hamln-Smith	New Hamps Hall	Whit Ctr
Health Ctr	New Housing Office	Wolff House
Hewitt Hall	Parking & Transit Ctr	Woodside
Hitchcock Hall	Parsons Hall	Zais Hall

**UNH Mail Services DOES NOT deliver to the following Active Building Addresses**  
**Please do not include these buildings as part of the PPAIDEN record**

5 Leavitt Lane	Fish & Game	Mini-Dorm 3
Alexander Hall	Forest Park Apts	Mini-Dorm 5
B D Farmhouse	Gibbs Hall	Mini-Dorm 7
B D Pigbarn	Hall Dorm	Mini-Dorm 8
B D Sheep Barn	Hersey House	Psychology Aviary
Central Power Plant	Hetzel Hall	Randall Hall
Chiller Plant-McDaniel Drive	Hubbard Hall	Rice House
Christensen Hall	Hunter Hall	Sawyer Hall
Congreve Hall	Lord Hall	Scott Hall
Craft Cottage	McLaughlin Hall	Spldg Life Sci
Devine Hall	Mills Hall	St Thomas More
Engelhardt Hall	Mini-Dorm 1	TSAS Sawmill
Fairchild Hall	Mini-Dorm 2	Waysmeet
		Williamson Hall

**Obsolete Building Names (Do not use)**

Batcheller Hse	Poultry (Old)
Bookstore	Poultry Farm
Brook House	Richards House
Facil Svs	Robinson House
Grant House	Schofield House
Highland Dorm	Spaulding
Housing Office	Stoke Hall
Janetos House	Transportation Center
Leavitt Center Figment Hall	UNH Bookstore
NE Hosp Assembly	Verrette House
NHPTV	
Palmer House	
Poultry Art Annex	
Poultry Brooder House	
Poultry Layer House	

## UNH School of Law

Building Names with Street Names	Examples of departments in these buildings
2 White Street	UNH School of Law
10 White Street	UNH School of Law
25 Essex Street	UNH School of Law

## UNH at MANCHESTER

### Active Building Name

University Center

### Obsolete Building Name (Do not use)

Hackett Hill

## UNH at PORTSMOUTH

### Active Building Name

200 International Dr

## UNIVERSITY SYSTEM OF NEW HAMPSHIRE (Concord)

Building Names	Examples of departments in these buildings
5 Chenell Drive, Suite 301 4 Park Street	HR, USNH Financial Services, Contract Vc Planning & Budget

### Obsolete Building Name (Do not use)

Dunlap Center  
Myers Center  
Stoke Hall  
1 Leavitt Lane

**Table 2-4: ZIP/PC for Contact (Local) Mailing (CM - Campus) Addresses**

ZIP/Postal Code	City	State
GSC-CONC	Campus-Concord	.
GSC-PORT	Campus-Portsmouth	.
KSC	Campus-Keene	.
PSU	Campus-PSU	.
UNH	Campus-Durham	.
UNHL	Campus-UNH School of Law	.
UNHM	Campus-Manchester	.
UNHN	Campus-Nashua	.
UNHP	Campus-Portsmouth	.
USNH	Campus-System Office	.
USNH-C	Campus-Concord	.

**Task 2H: Adding a Contact (Local) Mailing (CM-Campus) Address**

<b>TASK 2H: Adding a Contact (Local) Mailing (CM - Campus) Address</b>	
STEP 1: Options > Address Information	Refer to Table 2-3: Contact (Local) Mailing (CM - Campus) Address Standards
STEP 2: TYPE CM in Type	
STEP 3: TAB to Address: (Line 1) and TYPE 1st line of CM address	
STEP 4: TAB to Address: (Line 2) and TYPE 2nd line of CM address	
STEP 5: TAB to ZIP/PC and TYPE zip	Refer to Table 2-4: ZIP/PC for Contact (Local) Mailing (CM - Campus) Addresses
STEP 6: TYPE Phone Number	
STEP 7: TYPE CM in Type	
STEP 8: SAVE	