

Important Notice to Hourly Employees regarding the January 2, 2009 payment:

Many of the USNH institutions (UNH, System Offices, KSC, and PSU) will be officially closed on Friday January 2, 2009; the hourly employee payment date for work performed between Saturday December 13, 2008 and Friday December 26, 2008. Direct deposit payments to employees will be processed for payment on Friday January 2, 2009. However, payments made via a check to campus addresses will not be able to be distributed until Monday January 5, 2009.

If you're not currently using electronic direct deposit, you have time to make this election before the January 2, 2009 payment date. To change to direct deposit, you must complete the Direct Deposit Authorization Form and return it to the Campus Payroll Office by Monday December 8, 2008 in order to guarantee that the change will be made in time.

Direct Payment Authorization forms can be found by accessing the following Web link found below. Simply print the form, fill it out and attach a "voided" personal check. Once completed, send it to your Campus Payroll Office. Once received the form will be processed and direct deposit will begin within a week or two. Important Note: If you do not attach a "voided" personal check, a pre-note transaction, \$.00 test, with the bank will need to occur before we're able to make the first direct deposit. This may delay the initial direct deposit by one payroll cycle.

<http://finadmin.usnh.edu/disbursements/payroll/forms> .

Also, remember that you can access your payroll information, direct deposit notices, anytime, day or night, via USNH's on-line self service at <http://WISE.UNH.EDU>. If you need to activate your account or need assistance logging in contact the CIS Call Dispatch Center at 603-862-4242.

If you have questions, you should contact your Campus Payroll Office for assistance.

- USNH/UNH Payroll Office at 862-1400 or via email at Payroll@usnh.edu
- KSC Payroll Office at 358- 2478
- PSU Payroll Office at 535-2250
- UNHM HR Partner at 641-4166
- GSC BSC at 862-4537