

HR & FINANCE GO-TO GUIDE

Below is a list of common activities, services, and topics that faculty and staff previously completed with the assistance of the Business Service Centers. This list should assist departments in locating support for a variety of priority items as we transition to the Financial Operations Center (FOC) at USNH and to using [TeamDynamix \(TDx\)](#) for routine HR requests. For additional support, contact the FOC, your Finance Division or [HR Business Partner](#).

ACTIVITY	OWNER/CONTACT/FORM
Benefits	HR Benefits Email: HR.Benefits@usnh.edu / Phone: (603) 862-0504 https://www.unh.edu/hr/benefits
Billing (External Entities)	USNH Financial Operations Center (FOC) Email: foc.nsar@usnh.edu / Mark Ford, Phone: (603) 862-0639 Accounts Receivable Forms and Policies
Billing (Internally)	Finance Division Reach out to your department's Finance Division . Email: fin.academicunits@unh.edu
Budget	Finance Division Reach out to your department's Finance Division . Email: fin.academicunits@unh.edu
Direct Deposit	USNH Payroll Self-Service update requests: https://wise.usnh.edu/
FOAPAL	Finance Division Reach out to your department's Finance Division . Email: fin.academicunits@unh.edu
FTE Change	HR Operations Employee Job & Position Change Ticket Request in TDx: https://td.unh.edu/TDClient/60/Portal/Requests/ServiceDet?ID=518
Funding	Finance Division Reach out to your department's Finance Division . Email: fin.academicunits@unh.edu
Grant-related	Sponsored Programs Administration (SPA) & STAR SPA Phone: (603) 862-4865 Find your Grant & Contract Administrator
Hiring	HR Recruiting & Onboarding Email: HR.Recruiting@usnh.edu (recruiting, interviews, developing offer amounts) Email: onboarding.team@usnh.edu (offer letters, background check, EPAFs, orientation) Recruiting Phone: (603) 862-0500 / Onboarding Phone: (603) 862-0544 General Recruitment Assistance Ticket Request in TDx: https://td.unh.edu/TDClient/60/Portal/Requests/ServiceDet?ID=519 Hiring Ticket Requests in TDx: https://td.unh.edu/TDClient/60/Portal/Requests/ServiceCatalog?CategoryID=219 All status faculty and staff hiring remains via PeopleAdmin: https://jobs.usnh.edu/hr
Human Resources	HR Reach out to your HR Partner: https://www.unh.edu/hr/partners Or submit a General HR Support Request: https://td.unh.edu/TDClient/60/Portal/Requests/ServiceDet?ID=516
Invoices	USNH Financial Operations Center (FOC) Email: foc.ap@usnh.edu / Carol Meyer, Phone: (603) 862-1474 Accounts Payable Forms and Policies

Journal Entries Requests	USNH Financial Operations Center (FOC) Email: foc.accounting@usnh.edu / Linda O'Mahoney, Phone: (603) 862-3320 General Accounting Forms and Policies
Labor Distribution	Finance Division Reach out to your department's Finance Division . Email: fin.academicunits@unh.edu
Leave of Absence	HR Benefits Email: HR.Benefits@unh.edu / Phone: (603) 862-0504 https://www.unh.edu/hr/benefits
Payroll	USNH Payroll Email: foc.payroll@usnh.edu / Phone: (603) 862-1400 Self-Service for Direct Deposit, W-4's, Address Changes, etc.: https://wise.usnh.edu/ https://universitysystemnh.sharepoint.com/sites/USNHFinancialServices/SitePages/Payroll.aspx
PCards: General	USNH Procurement Email: Banner.pcard@usnh.edu
PCards: Receipt Submission	USNH Financial Operations Center (FOC) Email: foc.pcard@usnh.edu / Jennifer Yee, (603) 862-3264 PCard Receipt Application (PRA) Purchasing Card (PCard) Program
Resignations / Retirements	HR – Notify your HR Partner Resignation/Termination Ticket Request in TDx: https://td.unh.edu/TDClient/60/Portal/Requests/ServiceDet?ID=517 Transition to retirement notifications – Please use the Employee and Job Changes Ticket Request in TDx: https://td.unh.edu/TDClient/60/Portal/Requests/ServiceDet?ID=518
Student Hiring	HR Recruiting & Onboarding Ticket Request in TDx: https://td.unh.edu/TDClient/60/Portal/Requests/ServiceDet?ID=521
Supervisor and/or Time Approver Update	HR Operations Ticket Request in TDx: https://td.unh.edu/TDClient/60/Portal/Requests/ServiceDet?ID=522
Terminations	HR Ticket Request in TDx: https://td.unh.edu/TDClient/60/Portal/Requests/ServiceDet?ID=517 HR Partner List
Travel Reimbursement	USNH Financial Operations Center (FOC) Email: foc.expense@usnh.edu / Jennifer Yee, Phone: (603) 862-3264 Travel & Expense Forms and Policies
UKG (Kronos) Timecard/Schedule Assistance	USNH HR TALT (Time & Leave) Team Book a 1on1, Q&A, or Training Session with a Time and Leave Specialist UKG Dimensions (Kronos) Information and Login Time & Leave Ticket Request in TDx: UKG Dimensions (Kronos) Assistance
uShopNH	USNH Procurement Operations Ticket Request in TDx: https://td.unh.edu/TDClient/60/Portal/Requests/ServiceDet?ID=390
W-2's/W-4's	USNH Payroll Self-Service: https://wise.usnh.edu/
Workers Comp	HR Benefits Email: HR.Benefits@unh.edu / Phone: (603) 862-0504 Website: https://www.unh.edu/hr/workers-comp