

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@unh.edu Phone: 862-0504
Billing (External Entities)	USNH Financial Operations Center (FOC) Email: foc.ns.billing@usnh.edu Accounts Receivable Forms and Policies
Billing (Internally)	Finance Division Reach out to your department's Finance Division.
Budget	Finance Division Reach out to your department's Finance Division.
Direct Deposit	USNH Payroll Self-Service: https://wise.usnh.edu/
FOAPAL	Finance Division Reach out to your department's Finance Division.
FTE Change	HR Operations 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.
Grant-related	Sponsored Programs Administration (SPA) & STAR SPA Phone: 862-4865 Find your Grant & Contract Administrator
Hiring	HR Recruiting & Onboarding Email: HR.Recruiting@unh.edu Phone: 862-0500 General Support Ticket Request in TDx: https://td.unh.edu/TDClient/60/Portal/Requests/ServiceDet?ID=519 Student Hiring Ticket Request in TDx: https://td.unh.edu/TDClient/60/Portal/Requests/ServiceDet?ID=521 Most other 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 Accounts Payable Forms and Policies
Journal Entries Requests	USNH Financial Operations Center (FOC) Email: foc.accounting@usnh.edu General Accounting Forms and Policies
Kronos (UKG)	USNH HR UKG Team Self-service & contact info: https://www.unh.edu/hr/ukg
Labor Distribution	Finance Division Reach out to your department's Finance Division.
Leave of Absence	HR Benefits Ticket Request in TDx: https://td.unh.edu/TDClient/60/Portal/Requests/ServiceDet?ID=523
Payroll	USNH Payroll Email: foc.payroll@usnh.edu Phone: 862-1400 Self-Service for Direct Deposit, W-4's, Address Changes, etc.: https://wise.usnh.edu/
PCards: General	USNH Procurement Email: Banner.pcard@usnh.edu
PCards: Receipt Submission	USNH Financial Operations Center (FOC) Email: foc.pcard@usnh.edu Travel & Expense Forms and Policies
Resignations /Retirements	HR Ticket Request in TDx: https://td.unh.edu/TDClient/60/Portal/Requests/ServiceDet?ID=517 HR Partner List
Student Hiring	HR Recruiting & Onboarding Ticket Request in TDx: https://td.unh.edu/TDClient/60/Portal/Requests/ServiceDet?ID=521
Supervisor 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 Travel & Expense Forms and Policies
UKG (Kronos)	USNH HR UKG Team Self-service & contact info: https://www.unh.edu/hr/ukg
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 Website: https://www.unh.edu/hr/workers-comp