UNT SYSTEM

Human Resources

Who to Contact in Human Resources?

Discover UNT System HR, your partner in career and life transitions! Serving over 14,000 faculty and staff across our institutions, we're committed to fostering engagement, empowering teams, and transforming lives. As dynamic thought leaders, we innovate HR solutions for higher education's evolving landscape. Join us as we support you on your journey to success. We are here to serve you well in the next stage of your career and life!

> The information below has active links for your convenience. Please keep this document handy to access this beneficial information.

HR Business Partner

- HR Partner Contact
- ** UNT at Dallas Human Resources Contacts
- Institutional policy and procedure guidance *
- **Performance Management** *
- **Employee Relations (ER) Issues** *
- * Offboarding
- Workers' Compensation inquiries: **
 - Dallas ٠
 - HSC ٠
 - UNT & UNT System ٠
- Onboarding *

Hiring Process

- New hire processing *
- Inquiries regarding job postings *
- **Background checks** *
- Form I-9 & E-Verify **

Benefit Advisor

- Health Insurance and voluntary benefits
- Family Medical Leave of Absence (FMLA) $\dot{\cdot}$
- Retirement *
- Leave of Absence **
- **Employee Assistance Program (EAP)** $\dot{\mathbf{x}}$

Other Resources:

Employee Tuition Benefit *

Compensation

- Job and pay change inquiries
- Job description creation and updates
- Total Rewards Statement inquiry *

Workplace Accommodations

- Religious Accommodations
- Americans with Disabilities Act (ADA) requests **

Office of Equal Opportunity

- Title IX office *
- Title XII office



- * Direct Deposit
- Tax Deduction form (W-4) *
- Wage and Tax Statement W-2 Form *
- Payroll Dates and Deadlines \div

HR Records

- State Service *
- Verifications of employment
 - Employer Code: 18021

Visit UNTS Human **Resources** or scan this OR code to determine your assigned HR Team



Our Shared Values:





