UNT SYSTEM | UNT | hsc | UNT DALLAS
Human Resources

Who to Contact in Human Resources?

UNT System serves the students and community of North Texas through educational opportunities at each of our three institutions. Our UNT System Human Resources team proudly serves the 14,000+ faculty and staff who serve those students and community members. Our mission is to be a valued strategic partner that creates an environment that fosters engagement by serving people, empowering teams, and transforming lives. We strive to be dynamic thought leaders producing innovative HR solutions for a changing higher education environment. Whether you are a prospective employee, current faculty or staff member, or a retiree, **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
- ❖ Dallas HR Business Partner
- ❖ General policy and procedure guidance
- ❖ Performance Management
- ❖ Employee Relations (ER) Issues
- ❖ Offboarding
- ❖ Assistance with Workers' Compensation inquiries
- ❖ Religious Accommodations
- ❖ Americans with Disabilities Act (ADA) requests

HR Support
- ❖ Onboarding
- ❖ Background checks
- ❖ I-9 verification
- ❖ Inquiry about Employee Tuition Benefit
- ❖ Office of Equal Opportunity
    - o Title IX office
    - o Title XII office

Benefit Advisor
- ❖ Health Insurance and voluntary benefits
- ❖ Family Medical Leave of Absence (FMLA)
- ❖ Retirement
- ❖ Leave of Absence
- ❖ Employee Assistance Program (EAP)

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

Application Process
- ❖ New hire processing
- ❖ Inquiries regarding job postings

Payroll
- ❖ Direct Deposit
- ❖ Tax Deduction form (W-4)
- ❖ Wage and Tax statement W-2 Form
- ❖ Payroll Dates and Deadlines

HR Records
- ❖ State Service
- ❖ Verification of employment
    - o Employer Code: 18021

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

Our Shared Values:

Courageous Integrity | Be Curious | We Care | Better Together | Show Your Fire