



University of New Hampshire

Student and Part Time Adjunct Staff TeamDynamix Hiring Form FAQs

Q: If the student has another active position in another department, do you select "Rehire"

A: Yes

Q: What if the student worked at GSC then applies to work at UNH. Is this a new hire?

A: Yes

Q: Just confirming a student is considered a rehire if they have worked anywhere on campus during the last 3 years?

A: Yes

Q: What department does the Graduate Dean's Office fall under?

A: Academic Affairs

Q: If a student is given a new position in the same office, should we complete this form again for them for their new role?

A: Yes

Q: Do we need to gather additional approvals for grant-funded student positions, such as Sponsored Programs approval?

A: You do not need to gather approvals from SPA currently, for student hires

Q: Where does the NS1 form for grant funded positions come in?

A: These online forms replace the need for the NS1

Q: Is this information location specific? Such as parking in Manchester is much different than parking in Durham.

A: Part time adjunct staff are sent a link with information, including parking on each campus (Durham, Manchester and Law).

Q: How much detail should be included in the Sponsored Programs' approval email? E.g., job responsibilities, funding source, hourly rate, number of hours, start and end dates, etc?

A: SPA would probably like to know all of this information. Please check with your Grant & Contract Administrator:

https://www.unh.edu/research/resources/all?combine=Find%20your%20&resource_type=All&field_resource_category_tid=All&field_resource_topic_tid=All

Q: Can you process undergrad student stipends through the TeamDynamix process?

A: We are working on a process for these but for now this form is only set to process student hourly or work study student hires.

Q: Do we confirm the VAX requirement during this process?

A: Hires are sent a “task” with their hiring paperwork making them aware of the requirement. There is also Covid requirement language in the offer letters.

Q: Is an email/notification sent when a student is reaching their WS ceiling?

A: The hiring manager is sent an email when the student is approaching within \$500 of their work study funds.

Q: Is it location where the position is, or location where the budget pulls from? I'm located at UNHM, but my home unit is Durham.

A: The location should be where the position physically sits.

Q: Everyone at the Police Department use WISE, not Kronos. What should be put in this field?

A: When Police department is selected, WISE will automatically populate in this field.

Q: Historically, we completed background checks and then sent in the hiring form with the results from the background check. With this process, should we submit the hiring request and then complete the background check? And will we receive an email from HR when all steps are complete? (I-9, W-4 and background complete)

A: By using this process, HR will request the background check and complete the offer letter for the department. The new hire will receive “tasks” to complete. Once their tasks are complete, the supervisor will receive an email notification letting them know that their new hire is clear to start.

Q: Is there any way for anyone besides the supervisor to get the notifications?

A: The supervisor receives notifications, and the requestor can track the whereabouts of the ticket by clicking “View my Tickets” on the TdX home page: <https://td.unh.edu/hr>

Q: Will there ever be an easier way to find a TS Org?

A: This is something we can ask USNH to provide to us in the future.

Q: Is transition from WS to Student Hourly very brief since it is essentially just removing the split funding? Or do we have to reenter everything?

A: You will need to re-enter the ticket but it's a brief form

Q I was under the impression that student jobs were not going to term out annually unless we specifically state this in our requests. I thought we were going to rely on the KRONOS 90- or 120-day rule.

A: This is a solution that is still in progress. For now, the Banner system requires an end date.

Q: How do we know if they have already had a background check?

A: The onboarding team will research this and cancel the request if a background check isn't needed.

Q: Do timesheets activate effective as of the start date or the date that the hire is processed?

A: Timesheets are activated as of a new hire's start date.

Q: For adjunct staff who are also full time UNH fac/staff (i.e. professor who teaching a couple group exercise classes), do we need to put in a non USNH e-mail?

A: These situations would be managed by submitting an additional pay form and not through the part time adjunct staff ticket. The supplemental pay form can be found here: <https://www.unh.edu/hr/additional-pay>

Q: Do adjuncts automatically get a UNH email, same as new employees, or should we request that separately?

A: IT will create an email and AD account. If your adjunct needs access to other IT systems, you can request them here: https://accountsmanagement.unh.edu/ams/cgi-bin/ams/ams_app

Q: How does a fully remote employee complete their I9?

A: Instructions are sent to the new hire on how to complete their I-9 remotely. They can go to any institution, their HR department, law office, town hall or a notary and send the completed form to HR's secure fax: 603.862.0517

Q: Who gets the updates, the ticket submitter, or the supervisor?

A: Both

Q: What should a student do if they can't login to PeopleAdmin? Is that an IT question or a question for you folks?

A: Please have them contact the onboarding team - onboarding.team@usnh.edu

Q: If we have a new student hire that needs 2-4 different grant timesheets can that all be put on the same form?

A: These should be entered as separate jobs, so the grants are charged accordingly.

Q: When we have already hired a student, that needs only a new grant timesheet – can you stop the e-mail welcoming them to UNH?

A: Each request launches a welcome email but if you enter a “fake” email address, that may bypass the multiple notifications. We will confirm

Q: What happens if the person does not complete their I-9 - do they get shut down in the system?

A: No but the onboarding team will reach out to the department and the new hire with reminders that the I-9 needs to be completed within 72 hours of their start date.