

## Connect with the Office of Human Resources at UNC-Chapel Hill

The Office of Human Resources (OHR) provides a wide array of human resource services to the faculty and staff at UNC-Chapel Hill. We are dedicated to making Carolina an employer of choice for both our current and future employees.

As part of our pride in both our work and our workplace, we have strengthened our approach to serving our campus community. This brochure highlights three different ways to get the information you need - how to get in touch with OHR in person, by phone and online. We're here to answer your questions, hear your thoughts, and provide the best possible service.

OHR is organized in five separate work units:

- ◆ Benefits & Employee Services
- ◆ Employee & Management Relations
- ◆ Employment, Classification and Compensation
- ◆ EPA Non-Faculty Human Resources
- ◆ HR Administration & Systems
- ◆ Training & Development

Look inside this brochure to find the fastest and easiest ways for you to connect with OHR.

If you have questions about our organization or about contacting OHR, please let us know. Email [hr@unc.edu](mailto:hr@unc.edu) or call 919-843-2300.



## *Connecting with the* **Office of Human Resources**



Phone: 919-843-2300



Email: [hr@unc.edu](mailto:hr@unc.edu)



URL: <http://hr.unc.edu>

Administrative Office Building  
104 Airport Drive, **CB # 1045**  
Chapel Hill, NC 27599



**THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL**

We recognize the importance of **customer service**, as well as your need to know who to talk to about your HR questions. Here are three ways to find **who** and **what you need**:

### 1 HR Service Center

Calling or visiting the Administrative Office Building (AOB)? Meet our **HR Service Center**.

**When you visit**, enter the left-hand door on the AOB's first floor. Our reception staff will contact the OHR staff person you are visiting to let them know you've arrived. You can also drop off benefits or other forms, get a parking pass, and find out the name of the appropriate OHR contact for a variety of questions.

If you are attending a training class, you can go directly to the classrooms by entering the right-hand door at the AOB.

**When you call** our main number, 919-843-2300, your call will route directly to the HR Service Center. If you call an OHR staff member directly, but don't want to leave a voice mail, you will always have the option to press 0 and be routed to a receptionist or the Service Center for personal assistance.

### 2 HR Connect

If you have computer access, you can immediately find out who to contact in HR to answer your specific questions.

Our Web-based tool, **HR Connect**, lets you either enter your department number or select your department name, then choose from a wide array of HR topics. Click *Search*, and you will immediately receive the name, phone number and email address of an OHR staff member and the appropriate OHR department manager, as well as a link to online information about that topic.

If you need general contact information - not a specific person - you do not have to enter any department information. Instead, just choose a topic and you will see departmental contact information.

**Don't have Internet access?** Call the HR Service Center at 919-843-2300 during office hours and they will look up the information for you.

### 3 HR Web Site

Our Web site, **hr.unc.edu**, has a wealth of information on HR programs and services.

Click on *For Faculty and Staff* on the home page. You will see links to pages for each of our divisions, plus areas for EPA Non-Faculty and Faculty employees and direct links to policy information.

Each divisional page will include a short overview of the group's responsibilities, contact information, and links to their most popular Web pages.

You also have access to the full OHR staff directory.

Plus, HR Connect is just a click away from the home page, to put you in quick contact with our staff and the information you need.

**Focused on serving our campus community**