



HR SERVICE CENTER NOTICE

IN AN EFFORT TO TAKE PRECAUTIONARY MEASURES FOR FACULTY, STAFF, AND STUDENTS DUE TO COVID-19, WE HAVE MADE SOME CHANGES TO THE HR SERVICE CENTER UNTIL FURTHER NOTICE.

OUR NEW HOURS OF OPERATION ARE 8:00AM TO 5:00PM, MONDAY THRU FRIDAY. IN ADDITION, WE WILL ONLY BE SEEING VISITORS BY APPOINTMENT AND THE APPOINTMENTS SHOULD BE TO ASSIST WITH I-9S AND NEW EMPLOYEE BENEFIT ENROLLMENT OR ELECTIONS.

IF YOU HAVE GENERAL QUESTIONS OR WOULD LIKE TO SETUP AN APPOINTMENT WITH THE HR SERVICE CENTER, PLEASE CALL 713-743-3988 OR SEND AN EMAIL TO HRSC@UH.EDU.

PLEASE NOTE THAT IF YOU NEED ASSISTANCE OR WOULD LIKE TO DROP OFF ANY DOCUMENTS SPECIFICALLY FOR BENEFITS, CALL 713-743-9311 OR SEND AN EMAIL TO HRBEN@UH.EDU FOR SUCH ASSISTANCE. THANK YOU.