

Please review the information below to direct your question(s) to the appropriate department and email address. Please note that your question may not be one that is addressed by Human Resources, and we are providing that department's contact information.

| Questions or issues concerning:  | Department responsible /Email/Instructions  |
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| <ul style="list-style-type: none"> <li>Payroll questions</li> <li>W-2 questions</li> <li>Updating NYS Tax Forms (including name or address change)</li> </ul>  | Payroll<br><a href="mailto:payroll@pace.edu">payroll@pace.edu</a>   |
| <ul style="list-style-type: none"> <li>Kronos Timesheets</li> </ul>  | Financial Information Systems<br><a href="mailto:fis@pace.edu">fis@pace.edu</a><br><b>Must be on VPN to access Kronos Timesheets</b>  |
| <ul style="list-style-type: none"> <li>Faculty and Adjunct schedule, rate, onboarding, paycheck questions</li> </ul>   | <a href="mailto:facultypay@pace.edu">facultypay@pace.edu</a>  |
| <ul style="list-style-type: none"> <li>Job Applications inquiries (Faculty, Staff and Student)</li> <li>New Hire Paperwork</li> <li>Student Employment</li> </ul>  | Talent Acquisition<br><a href="mailto:talentac@pace.edu">talentac@pace.edu</a>  |
| <ul style="list-style-type: none"> <li>Change of name, address, telephone number, marital status, or emergency contact.</li> </ul>   | <b>For: Active Employees:</b><br>Use the Employee Dashboard on the Pace Portal to complete a self-service update.<br><br><b>Retirees, former Employees or for legal name change:</b><br>Fill out the <a href="#">Personal Data Form</a> and submit it to <a href="mailto:talentac@pace.edu">talentac@pace.edu</a> |
| <ul style="list-style-type: none"> <li>New Hire and Compliance Training, including Harassment and Discrimination Prevention Training</li> <li>9/11 Fund</li> <li>Public Service Loan Forgiveness Program</li> </ul>  | Tammy Frary, Benefits<br><a href="mailto:tfrary@pace.edu">tfrary@pace.edu</a>   |
| <ul style="list-style-type: none"> <li>Employment Verification</li> </ul>  | <b>For Active Employees:</b> Visit <a href="#">website</a> to start process with The Work Number, or for self-service letter generating options. <b>Must be on VPN to use the self-service letter.</b><br><b>Former Employees:</b> email request to <a href="mailto:hrris@pace.edu">hrris@pace.edu</a> directly   |
| <ul style="list-style-type: none"> <li>Medical Plan Info</li> <li>403b defined contribution retirement plan</li> <li>Leaves</li> <li>Retiring from Pace</li> <li>Short- &amp; Long-Term Disability</li> <li>Tuition Remission or Educational Benefits</li> </ul> | Benefits<br><a href="mailto:benefits@pace.edu">benefits@pace.edu</a>  |
| <ul style="list-style-type: none"> <li>Union or Labor Questions</li> <li>Guidance on work-related issues</li> <li>HR Policy interpretation</li> </ul>  | Employee and Labor Relations<br><a href="mailto:employeerelations@pace.edu">employeerelations@pace.edu</a>  |
| <ul style="list-style-type: none"> <li>Performance Management and Development System</li> <li>Supervisory reporting changes</li> <li>Vacation time inquiries</li> </ul>  | Compensation<br><a href="mailto:hrperformancemgt@pace.edu">hrperformancemgt@pace.edu</a><br><b>Must be on VPN to access PMDP System.</b>  |