

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/Phone/Instructions
<ul style="list-style-type: none"> Payroll questions W-2 questions Updating NYS Tax Forms (including name or address change) 	Payroll payroll@pace.edu 914-923-2898
<ul style="list-style-type: none"> Kronos Timesheets 	Financial Information Systems fis@pace.edu Must be on VPN to access Kronos Timesheets
<ul style="list-style-type: none"> Faculty and Adjunct schedule, rate, onboarding, paycheck questions 	faculty@pace.edu
<ul style="list-style-type: none"> Job Applications inquiries (Faculty, Staff and Student) New Hire Paperwork Student Employment 	Talent Acquisition talentac@pace.edu 914-923-2730
<ul style="list-style-type: none"> Change of name, address, telephone number, marital status, or emergency contact. 	For: Active Employees: Use the Employee Dashboard on the Pace Portal to complete a self-service update. Retirees, former Employees or for legal name change: Fill out the Personal Data Form and submit it to talentac@pace.edu
<ul style="list-style-type: none"> New Hire and Compliance Training, including Harassment and Discrimination Prevention Training 9/11 Fund Public Service Loan Forgiveness Program: pslf@pace.edu 	Tammy Frary, Benefits tfrary@pace.edu
<ul style="list-style-type: none"> Employment Verification 	For Active Employees: Visit website to start process with The Work Number, or for self-service letter generating options. Must be on VPN to use the self-service letter. Former Employees: email request to hris@pace.edu directly
<ul style="list-style-type: none"> Medical Plan Info 403b defined contribution retirement plan Leaves Retiring from Pace Short- & Long-Term Disability Tuition Remission or Educational Benefits 	Benefits benefits@pace.edu 914-923-2828
<ul style="list-style-type: none"> Union or Labor Questions Guidance on work-related issues HR Policy interpretation 	Employee and Labor Relations employeerelations@pace.edu
<ul style="list-style-type: none"> Performance Management and Development System Supervisory reporting changes Vacation time inquiries 	Compensation hrperformancemgt@pace.edu Must be on VPN to access PMDP System.