

To: Campus Community

From: Allison Boucher-Jarvis, Vice President for Human Resources

Date: June 3, 2022

Re: Division of Human Resources Expands Self-Service Resources, Provides Summer Drop-In Hours

The Division of Human Resources is pleased to announce an expanded self-service resource to address common inquiries, as well as a new customer service initiative: summer drop-in hours.

- ✓ Need an employment verification?
- ✓ Interested in hiring a student worker or temp worker?
- ✓ Want to take a leave of absence?
- ✓ Thinking about retirement?

[Check out our new FAQ page to get answers to these common questions and more!](#)

Don't see your question listed in the FAQs and need to speak to someone urgently? Send us an email! It's the fastest way to get a response!

- Payroll and employee benefits questions: payroll@wpunj.edu
- Recruiting, hiring and talent management questions: talent@wpunj.edu
- General human resources questions: humanresources@wpunj.edu
- Ethics questions: ethics@wpunj.edu

Drop-in Hours

To ensure all campus employees receive the level of in-person service they need amid the recently instituted hybrid/remote work policy, summer hours, and summer vacations, the units of Human Resources Operations and Payroll and Employee Benefits are instituting a common drop-in schedule beginning **Monday, June 6th through Friday, August 12th** in College Hall, Room 150.

Mondays	1 to 3 p.m.
Tuesdays	10:30 a.m. to 12:30 p.m.
Wednesdays	1 to 3 p.m.
Thursdays	10:30 a.m. to 12:30 p.m.

For in-person service outside of these hours, please contact us at the email addresses listed above to schedule an appointment.