

The USNH Human Resources Office will be maintaining the following schedule during the upcoming holiday season:

Closed Monday, December 26 – Wednesday, December 28, 2016

Minimally staffed Thursday, December 29 – Friday, December 30, 2016

Closed Monday, January 2, 2017

For those who have enrolled, new health and prescription drug benefits will be going into effect on January 1, 2017. The vendors' call centers will be available 24/7 to provide support to our employees:

For Medical contact Cigna at 800-244-6224

For Prescription contact OptumRx at 866-633-5874

In case of all other emergencies during this time, please call and leave a detailed voice mail message for one of the following people (based on specific need, as outlined below):

Staff Member	BENEFITS	
Susan Strogen Benefits Representative	Active employee population.	862-0928
Jan Rene Benefits Representative	Retiree, COBRA and disabled employee population.	862-0930
Liz Pelletier Manager - Benefits Administration	Manage the benefits vendor payments, contracts, renewals and reconciliations.	862-0974
Marc Fournier Associate Director - Benefits & Compensation	Oversight of USNH Benefits, including vendor relationships and new plan implementation.	862-0694
Staff Member	USNH HR Production	
Amanda Riecks-Kurshinsky Associate Director - HRIS	HRIS liaison for business processes and management reporting.	862-0922
Trisha Waters Senior Analyst	Functional IT liaison to Campus Offices for compensation and employment management.	862-0994
Debbie Kirkorian Senior Analyst	Functional IT liaison to Campus Offices for benefits, employment management and management reporting.	862-0932

Mary Ellen Reisch Information Support Technician	Administrative/project support, unemployment processing and compliance, and web maintenance.	862-0995
Staff Member	COMMUNICATIONS	
Susan Poole HR Manager – Communications	Manage System-wide communications development and delivery, including oversight of USNH HR website. HR customer service and liaison to Campus HR Offices for issues related to Employee Assistance Program (EAP), HR website, and policy.	862-0953
Lauren Dews HR Specialist - Communications	System-wide communications, research for various committees, compliance efforts (EEO, VETs-100), and HR department budget.	862-0935

For information regarding USNH Finance, including the **Payroll Office**, please refer to the following link:
http://www.usnh.edu/sites/www.usnh.edu/files/media/financial-services/docs/2016_ap_pr_holiday_schedule.pdf