

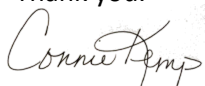
# UNIVERSITY of HOUSTON

## HUMAN RESOURCES

The HR Service Center will be open on-site beginning August 18, 2020 to assist staff, faculty and students, by appointment only, with I-9s and new employee benefit enrollment or elections. You can set up an appointment by calling 713-743-3988 or sending an email to [hrsc@uh.edu](mailto:hrsc@uh.edu). In addition, our on-site hours of operation will be from 8:00am - 4:00pm, Tuesday through Thursday, until further notice.

Please note that the HR Service Center continues to be available via phone or email from 8:00am - 5:00pm, Monday through Friday, to assist you. This also includes assistance with I-9 requests. If you require assistance with your benefits or would like to provide documents to our Benefits department, you can do so by calling 713-743-9311 or emailing [hrben@central.uh.edu](mailto:hrben@central.uh.edu) for such assistance.

Thank you.



Connie Kemp, sHRBP

Executive Director, Human Resources Services

University of Houston

(713) 743-9351 phone

(713) 743-3988 HR Service Center