

WHAT IS WISE?

WISE is USNH's link to on-line information for employees. Through WISE faculty, staff and student employees may view their own personal, employment, and payroll data within USNH's Human Resources system.

As a WISE member, using the World Wide Web from anywhere in the world, you have confidential access to your personal information via a secured system.

Using WISE, you can view on-line useful information such as your paycheck stub, benefit deductions, employment history, W2 and tax forms.



<http://wise.unh.edu>

USNH Human Resources
Dunlap Center
25 Concord Road
Durham, NH 03824



Web Information
System for Employees

<http://wise.unh.edu>

UNIVERSITY SYSTEM OF NEW HAMPSHIRE

HOW DO I BECOME A WISE MEMBER?

ALL employees who receive employment-related pay or benefits will be set up as members.

HOW DO I ACCESS WISE?

First, connect to the Internet with a Web browser such as Internet Explorer. The URL for the WISE Web site is <http://wise.unh.edu>. This page contains helpful information about WISE.

Next, click "LOGIN HERE." This will take you to the page where you enter your User ID number and your personal identification number (PIN). Upon your first visit to WISE, to guarantee your privacy, you will be required to change your initial PIN.

Finally, follow the instructions on the screen and use the simple menus to review your information.

Each campus has public computer workstations available for employees who do not have access to a computer with an Internet connection.

The campus specific contact and/or location information is as follows:

- Employees at GSC, UNH and USNH should contact their Campus HR offices;
- Employees at PSU should call their Information Technology Department at (603) 535-2929; and,
- Employees at KSC should use the Computer Lab in Rhodes Hall

WHAT IF I HAVE TROUBLE LOGGING IN?

If you have difficulties logging on, contact the UNH IT Help Desk at (603) 862-4242.

IS IT WISE TO HAVE PERSONAL INFORMATION ON THE WEB?

WISE has the necessary security software in place to protect data by encrypting transmitted information. In addition, the only way your personal data can be accessed is by entering your User ID number and PIN, which is known only to you. It is recommended that PINs be changed periodically.

MAKING WISE CHOICES

The following menu choices are available when you access WISE:

EMPLOYEE SERVICES

- Time Sheet (if applicable)
- Leave Reporting
- Benefits and Deductions
- Pay Information
- Tax Forms
- Jobs Summary
- Leave Balances
- Electronic Personnel Action Forms {EPAF} (if applicable)

PERSONAL INFORMATION

- Change Pin
- Change Security Question
- View Address(es) and Phone(s)
- Update Address(es) and Phone(s)
- View Email Address(es)
- Update Email Address(es)
- View Emergency Contacts
- Update Emergency Contacts
- Name Change Information
- Social Security Number Information
- Answer a Survey
- Display Your USNH ID

WHAT IS MY USER ID NUMBER?

Your User ID number is either your USNH ID, the unique 9-digit number used to track you within the USNH Human Resources system, or your Social Security Number.

WHAT IS MY PASSWORD (PIN)?

Your PIN (personal identification number) is a 6-character alpha/numeric value known only to you. Your initial PIN will be equal to your date of birth in MMDDYY format. When you are prompted to change your pin, you will also be asked to enter a security Question and Answer (such as your mother's maiden name) for future identification if you forget your PIN.



Connect to WISE as soon as possible to change your initial PIN!



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