



3500 John A. Merritt Blvd. | Nashville, TN 37209-1561 | Office: (615) 963-5281 | Fax: (615) 963-5027

**Please contact the following HR staff member based on specialty or your specific need:**

<b>For Question's Concerning:</b>	<b>Contact:</b>
Direct Deposit Information Student Worker Verification Student Payroll Assignments People Finder Updates I-9 Verification for Student Workers	Kay Collier, HR Assistant II Phone: 963-5281 Email: <a href="mailto:acolli46@tnstate.edu">acolli46@tnstate.edu</a>
Contracts Ready to be Signed New Hire Intake I-9 Verification for All Non-Students PeopleAdmin Login (Employee)	Laura Brown, HR Assistant II Phone: 963-1551 Email: <a href="mailto:lbrow101@tnstate.edu">lbrow101@tnstate.edu</a>
Tuition Reimbursement Form PC191 Payments for Educational Assistance Employment Verification Background Checks Employee Records	Carey Wallace, HR Assistant I Phone: 963-5286 Email: <a href="mailto:cwallace@tnstate.edu">cwallace@tnstate.edu</a>
Benefit Reconciliation Compensation Audits Performance Evaluations	T'Mara Thompson, HR Data Analyst Phone: 963-7558 Email: <a href="mailto:tthomp11@tnstate.edu">tthomp11@tnstate.edu</a>
Public Records Requests Workers Compensation Unemployment Claims Employee Recognition/Awards HR Newsletter	Tracey Harris, HR Operations Coordinator Phone: 963-1237 Email: <a href="mailto:tsmith10@tnstate.edu">tsmith10@tnstate.edu</a>
Employee Benefits Insurance and Retirement Plan Enrollments/Changes Employee Exit	Pamela Trent, Benefits Manager Phone: 963-7433 Email: <a href="mailto:ptrent@tnstate.edu">ptrent@tnstate.edu</a>
Compensation (Faculty and Staff) Longevity Pay Extra Service Pay Reclassifications Non-Student Payroll Assignments	Regina Anderson, Compensation Manager Phone: 963-5284 Email: <a href="mailto:randers6@tnstate.edu">randers6@tnstate.edu</a>
Recruiting & Employment Employment Contracts/Agreements PeopleAdmin Access & Training	Natasha Dowell, Employment Manager Phone: 963-5285 Email: <a href="mailto:ndowell@tnstate.edu">ndowell@tnstate.edu</a>

Retirement Processing TBR & State of TN Reporting Prior state service for longevity/transfer of accrued Sick Leave and Annual Leave Banner Testing for HR Functions	Sandra Brown, Assistant Director Phone: 963-5288 Email: <a href="mailto:sbrown@tnstate.edu">sbrown@tnstate.edu</a>
Employee Relations HR Banner Team Leader Supervisory Consultations Family Medical Leave (FMLA)	Elaine Driver, Associate Director Phone: 963-5293 Email: <a href="mailto:edriver2@tnstate.edu">edriver2@tnstate.edu</a>
Employee Relations Grievances and Complaints Reorganizations Management Consultations Special Projects	Linda Spears, Director Phone: 963-5282 Email: <a href="mailto:lspears@tnstate.edu">lspears@tnstate.edu</a>