



The Office of  
Human Resources

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**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	Cathy Jo Hanley, HR Assistant II Phone: 963-5281 Email:
Contracts Ready to be Signed New Hire Intake I-9 Verification PeopleAdmin Login (Employee)	Cheryl Watts, HR Assistant II Phone: 963-1551 Email: <a href="mailto:cwatts1@tnstate.edu">cwatts1@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	Pamela Trent, Benefits Specialist Phone: 963-7433 Email: <a href="mailto:ptrent@tnstate.edu">ptrent@tnstate.edu</a>
Compensation (Faculty and Staff) Longevity Pay Extra Service Pay Reclassifications Payroll Data Input	Regina Anderson, Compensation Specialist Phone: 963-5284 Email: <a href="mailto:randers6@tnstate.edu">randers6@tnstate.edu</a>
Employment & Recruiting Employment Contracts PeopleAdmin	Rita Williams-Seay, Employment Manager Phone: 963-5285 Email: <a href="mailto:rseay@tnstate.edu">rseay@tnstate.edu</a>

Employee Clearance Training <ul style="list-style-type: none"> <li>-Online New Employee Orientation</li> <li>-Management</li> <li>-Compliance, etc.</li> </ul> HR Website Communications Special Projects	Justin Harris, HR Generalist Phone: 963-5283 Email: <a href="mailto:jharri11@tnstate.edu">jharri11@tnstate.edu</a>
Retirement Processing TBR & State of TN Reporting Prior state service for longevity/transfer of accrued Sick Leave and Annual Leave	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 Consulting 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 Consulting Special Projects	Linda Spears, Director Phone: 963-5282 Email: <a href="mailto:lspears@tnstate.edu">lspears@tnstate.edu</a>