

For Questions Concerning:	Contact
Direct Deposit	Kay Collier, HR Assistant II
Student Worker Verification	Phone: 615-963-5281 / Fax: 615-963-5027
Student Payroll Assignments	Email: acolli46@tnstate.edu
Contracts Ready to be Signed	Laura Brown, HR Assistant II
New Hire Intake	Phone: 615-963-1551 / Fax: 615-963-5027
PeopleAdmin Login (Employees)	Email: lbrow101@tnstate.edu
Tuition Reimbursement / Fee Waiver Form	Carey Wallace, HR Assistant I
Educational Assistance Payment	Phone: 615-963-5286 / Fax: 615-963-5027
Employee Verification & Background Checks	Email: cwallace@tnstate.edu
Employee Records	
Employee Benefits	T'Mara Thompson, HR Data Analyst
Employee Exit form Submission	Phone: 615-963-7558 / Fax: 615-963-5027
Performance Evaluations	Email: tthomp11@tnstate.edu
Public Records Requests	Tracey Harris, HR Operations Coordinator
Workers Compensation	Phone: 615-963-1237 / Fax: 615-963-5027
Unemployment Claims	Email: tsmith10@tnstate.edu
Employee Recognition	
Employee Benefits	Pam Trent, Benefits Manager
New Hire Employee Benefits Inquiries	Phone: 615-963-7433 / Fax: 615-963-5027
Employee Exit form Submission	Email: ptrent@tnstate.edu
Compensation (Faculty/Staff)	Regina Anderson, Compensation Manager
Longevity Pay / Extra Service Pay	Phone: 615-963-5284 / Fax: 615-963-5027
Reclassifications	Email: randers6@tnstate.edu
Non-Student Payroll Assignments	
Recruiting & Employment	Elaine Driver, Associate HR Director
Employment Contracts/Agreements	Phone: 615-963-5293 / Fax: 615-963-5027
PeopleAdmin Access & Training	Email: edriver2@tnstate.edu
Employee Relations	
Supervisory Consultations	
Family & Medical Leave (FMLA)	
Retirement Processing	Sandra Brown, Assistant HR Director
TBR & State of TN Reporting	Phone: 615-963-5288 / Fax: 615-963-5027
Prior State Service/Longevity Calculations	Email: sbrown@tnstate.edu
Transfer of Annual/Sick Leave	
Employee Relations	Linda Spears, HR Director
Grievances & Complaints	Phone: 615-963-5282 / Fax: 615-963-1387
Reorganizations	Email: lspears@tnstate.edu
Management Consultations	

HR Staff, HR Specialities, Workers Compensation, Tuition Reimbursement, Longevity Payments,