

For Questions Concerning:	Contact
Direct Deposit, Employment Verification	Jamillah Allen, HR Assistant IV
Graduate Assistant Assignments	Email: jallen53@tnstate.edu
I-9 Verification (Student Workers)	Phone / Fax 615-963-5281
Student Payroll Assignments	
Student Worker Verification	
Educational Assistance	
PSLF (Student Loan Forgiveness)	
Contracts, Dynamic Forms	Laura Brown, HR Assistant IV
I-9 Verification (Employees)	Phone / Fax 615-963-1551
New Hire Intake, Employment Verification	Email: lbrow101@tnstate.edu
PeopleAdmin Login (Employees)	
Employment Verification	
Address & Phone Number Changes	
Background Checks	Towana Polk, HR Assistant I
Employee Records	Phone / Fax 615-963-5286
E-Verify	Email: tbrunson@tnstate.edu
Longevity Payments	Kelsey Townsell, Compensation Analyst
State Benefit Transfer	Phone/Fax 615-963-5288
Temporary Staff Setup	Email: ktowns12@tnstate.edu
ADA Accommodations	Tracey Harris, HR Generalist
Compensation Audits	Email: tsmith10@tnstate.edu
Employee Recognition	Phone: 615-963-1237 / Fax 615-963-7836
Employee Records Request	
Management Training, Staff Development	
Performance Evaluations (Non Exempt),	
Public Records Requests	
Unemployment Claims	
Workers Compensation	
New Hire / Current Employee Benefits	Pam Trent, Benefits Manager
Employee Separation	Phone /Fax 615-963-7433
Retirement	Email: benefits@tnstate.edu
Death Claims	

For Questions Concerning:	Contact
Employee Benefits – Affordable Care Act (ACA)	Constance Starks, Benefits Specialist
Temporary, Part-Time New Hire Benefits	Phone / Fax 615-963-7558
FMLA	Email: benefits@tnstate.edu
Paid Parental Leave	
Compensation (Faculty/Staff)	Regina Anderson, Senior HR/Compensation Manager
Longevity Pay / Extra Service Pay	Phone / Fax 615-963-5284
Termination/ Separations	Email: randers6@tnstate.edu
Reclassifications	
Non-Student Payroll Assignments	
Recruiting & Employment	Curletha Campbell, Employment Manager
Employment Contracts	Phone / Fax 615-963-5285
PeopleAdmin 7.0 Job Postings	Email: ccampb37@tnstate.edu
Assist Recruiting & Employment	Elaine Driver, Associate HR Director
Assist Employment Contracts/Agreements	Phone 615-963-5293 / Fax: 615-963-7836
PeopleAdmin Access & Training / Dynamic Forms	Email: edriver2@tnstate.edu
Employee Relations	
Supervisory Consultations	
Employee Relations	Linda Spears, AVP of HR/CHRO
Grievances & Complaints	Phone: 615-963-5282 / Fax: 615-963-1387
Reorganizations	Email: lspears@tnstate.edu
Management Consultations	