

Who Does What In UTHSC Human Resources?

EMPLOYMENT

Terrie Starling, Employment Team Leader

tstarli1@uthsc.edu

901-448-1955

| Function | Name | Email Address | Phone Number |
|--|--|--|--------------|
| Recruiting for staff positions (<i>posting, screening applicants, setting up interviews, closing postings</i>) | Terrie Starling | tstarlin1@uthsc.edu | 901-448-5599 |
| | Alisha Boone | aboone14@uthsc.edu | 901-448-5608 |
| | Anesha Jones | ajone248@uthsc.edu | 901-448-2574 |
| I-9 Processing and Reverification | Carolyn "Denise" Griffin | cgriffi7@uthsc.edu | 901-448-5605 |
| | Chastity Pegues | cpegues1@uthsc.edu | 901-448-1059 |
| | Barica Horner | bhorner@uthsc.edu | 901-448-5945 |
| Orientation Scheduling and Onboarding Activities | Alisha Boone | aboone14@uthsc.edu | 901-448-5608 |
| | Anesha Jones | ajone248@uthsc.edu | 901-448-2574 |
| New Hire Paperwork Processing | Carolyn "Denise" Griffin | cgriffi7@uthsc.edu | 901-448-5605 |
| | Chastity Pegues | cpegues1@uthsc.edu | 901-448-1059 |
| | Barica Horner | bhorner@uthsc.edu | 901-448-5945 |
| Temporary Employees | Alisha Boone | aboone14@uthsc.edu | 901-448-5608 |
| | Chastity Pegues | cpegues1@uthsc.edu | 901-448-1059 |
| Mortgage/Refinance Loans | Denise Griffin | cgriffi7@uthsc.edu | 901-448-5605 |
| Employment Training | All Employment Staff | hr@uthsc.edu | 901-448-5599 |
| Unemployment Claims | Damon Davis | ddavis24@uthsc.edu | 901-448-5604 |
| Background, Education and Reference Checks | Barica Horner | bhorner@uthsc.edu | 901-448-5945 |
| Minor's On Campus | Barica Horner | bhorner@uthsc.edu | 901-448-5945 |
| Non-UT Students | Carolyn "Denise" Griffin | cgriffi7@uthsc.edu | 901-448-5605 |
| Volunteers | Chastity Pegues | cpegues1@uthsc.edu | 901-448-1059 |
| Exit Clearance | Debbie Long | deblong@uthsc.edu | 901-448-5600 |
| Employment Verification | www.theworknumber.com 1-800-367-5690 | www.uthsc.edu/hr/documents/employment/work-number-message-to-verifiers.pdf | |

COMPENSATION

Damon Davis, Compensation Team Leader

Who Does What In UTHSC Human Resources?

ddavis24@uthsc.edu

901-448-5604

| Function | Name | Email Address | Phone Number |
|---|-------------------|--|--------------|
| Job evaluations (<i>PDQ reviews</i>) | Damon Davis | ddavis24@uthsc.edu | 901-448-5604 |
| | Demetriss Gilliam | dgillia5@uthsc.edu | 901-448-5632 |
| Probationary Evaluations (<i>3 mos. & 6 mos.</i>) | Damon Davis | ddavis24@uthsc.edu | 901-448-5604 |
| | Demetriss Gilliam | dgillia5@uthsc.edu | 901-448-5632 |
| Performance Evaluations | Damon Davis | ddavis24@uthsc.edu | 901-448-5604 |
| | Demetriss Gilliam | dgillia5@uthsc.edu | 901-448-5632 |
| Position Creation, Control and/or Reclassification | Damon Davis | ddavis24@uthsc.edu | 901-448-5604 |
| Reorganization of Functions/Positions | Damon Davis | ddavis24@uthsc.edu | 901-448-5604 |
| Salary Review Requests or Adjustments | Damon Davis | ddavis24@uthsc.edu | 901-448-5604 |
| Compensation Training | Damon Davis | ddavis24@uthsc.edu | 901-448-5604 |
| | Demetriss Gilliam | dgillia5@uthsc.edu | 901-448-5632 |

BENEFITS

Debbie Jackson, Benefits Team Leader

djacks24@uthsc.edu

901-448-8547

| Function | Name | Email Address | Phone Number |
|---|-----------------|--|--------------|
| Insurance | Gina Curry | gcurry2@uthsc.edu | 901-448-4876 |
| Retirement | Debbie Jackson | djacks24@uthsc.edu | 901-448-8547 |
| Educational Assistance (Employee & Dependent) | Debbie Jackson | djacks24@uthsc.edu | 901-448-8547 |
| | Gina Curry | gcurry2@uthsc.edu | 901-448-4876 |
| | Cierra Richmond | scs646@uthsc.edu | 901-448-5601 |
| Benefits Training | Debbie Jackson | djacks24@uthsc.edu | 901-448-8547 |

Who Does What In UTHSC Human Resources?

EMPLOYEE RELATIONS

Kendy Kallaher, Employee Relations Team Leader

mkallahe@uthsc.edu

901-448-3053

| Function | Name | Email Address | Phone Number |
|---|--|--|--------------|
| Family and Medical Leave Requests | Jenna Mednikow | jfieldi1@uthsc.edu | 901-448-8481 |
| Workers Compensation | Jenna Mednikow | jfieldi1@uthsc.edu | 901-448-8481 |
| Service Awards | Marian Harris | mharri26@uthsc.edu | 901-448-5524 |
| Employee & Supervisor Concerns and Issues <i>(Communication, attendance, work performance, etc.)</i> | Kendy Kallaher | mkallahe@uthsc.edu | 901-448-3053 |
| | Marian Harris | mharri26@uthsc.edu | 901-448-5524 |
| Probationary Termination & Support | Kendy Kallaher | mkallahe@uthsc.edu | 901-448-3053 |
| Pre-termination & Termination Support | Kendy Kallaher | mkallahe@uthsc.edu | 901-448-3053 |
| Employee Relations Committee & Exempt Staff Council | Jenna Mednikow | mharri26@uthsc.edu | 901-448-5524 |
| | Marian Harris | jfieldi1@uthsc.edu | 901-448-8481 |
| Employee Relations Training | Kendy Kallaher | mkallahe@uthsc.edu | 901-448-3053 |
| | Marian Harris | mharri26@uthsc.edu | 901-448-5524 |
| | Jenna Mednikow | jfieldi1@uthsc.edu | 901-448-8481 |
| Leadership Forum | Kendy Kallaher | mkallahe@uthsc.edu | 901-448-3053 |
| | Marian Harris | mharri26@uthsc.edu | 901-448-5524 |
| Anonymous Hotline | 1-844-260-6966 | | |
| Human Resources General Email Account | hr@uthsc.edu | | |

Who Does What In UTHSC Human Resources?

DISTANT SITE CONTACTS

| Function | Name | Email Address | Phone Number |
|---|----------------|--|---------------------|
| GSM, ASP, COP – Knoxville UTC – COM – Chattanooga Family Practice Knoxville | Damon Davis | ddavis24@uthsc.edu | 901-448-5604 |
| COP – Nashville, Bristol, Union City, Witchita Falls | Debbie Jackson | djacks24@uthsc.edu | 901-448-8547 |
| Family Practice Sites – Jackson, Tipton, St. Francis | Kendy Kallaher | mkallahe@uthsc.edu | 901-448-3053 |