

Who Does What In UTHSC Human Resources?

EMPLOYMENT

Dr. Chandra Alston, Interim Employment Team Leader

calston@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>)	Alisha Boone	aboone14@uthsc.edu	901-448-5608
I-9 Processing and Reverification	Carolyn "Denise" Griffin	cgriffi7@uthsc.edu	901-448-5605
	Chastity Pegues	cpegues1@uthsc.edu	901-448-5600
	Barica Horner	bhorner@uthsc.edu	901-448-5600
Orientation Scheduling and Onboarding Activities	Alisha Boone	aboone14@uthsc.edu	901-448-5608
New Hire Paperwork Processing	Carolyn "Denise" Griffin	cgriffi7@uthsc.edu	901-448-5605
	Chastity Pegues	cpegues1@uthsc.edu	901-448-5600
	Barica Horner	bhorner@uthsc.edu	901-448-5600
Temporary Employees	Alisha Boone	aboone14@uthsc.edu	901-448-5608
	Chastity Pegues	cpegues1@uthsc.edu	901-448-5600
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	901-448-5599
Background, Education and Reference Checks	Michelle Anderson	mander79@uthsc.edu	901-448-5945
Minor's On Campus	Michelle Anderson	mander79@uthsc.edu	901-448-5945
Non-UT Students	Carolyn "Denise" Griffin	cgriffi7@uthsc.edu	901-448-5605
Volunteers	Chastity Pegues	cpegues1@uthsc.edu	901-448-5600
Exit Clearance	Barica Horner	bhorner@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

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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