

Who Does What In UTHSC Human Resources?

EMPLOYMENT

Background Checks: hrbgchck@uthsc.edu

Function	Name	Email Address	Phone Number
Recruiting for staff positions (<i>posting, screening applicants, setting up interviews, closing postings</i>)	Gabrielle Marshall	gmarsha6@uthsc.edu	901-448-5599
	Alisha Boone	aboone14@uthsc.edu	901-448-5608
	Anesha Jones	ajone248@uthsc.edu	901-448-2574
	Cierra Richmond	crich11@uthsc.edu	901-448-5605
I-9 Processing and Reverification	Melissa Rabalais	mrabalai@uthsc.edu	901-448-5600
	Chastity Pegues	cpegues1@uthsc.edu	901-448-1059
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	Melissa Rabalais	mrabalai@uthsc.edu	901-448-5600
	Gabrielle Marshall	gmarsha6@uthsc.edu	901-448-5599
	Chastity Pegues	cpegues1@uthsc.edu	901-448-1059
Temporary Employees	Alisha Boone	aboone14@uthsc.edu	901-448-5608
	Chastity Pegues	cpegues1@uthsc.edu	901-448-1059
Mortgage/Refinance Loans	Human Resources	hr@uthsc.edu	901-448-5600
Employment Training	All Employment Staff	hr@uthsc.edu	901-448-5599
Unemployment Claims	Compensation	hrcompensation@uthsc.edu	901-448-5600
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	Chastity Pegues	cpegues1@uthsc.edu	901-448-1059
Volunteers	Chastity Pegues	cpegues1@uthsc.edu	901-448-1059
Exit Clearance	Melissa Rabalais	mrabalai@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	

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COMPENSATION

Damon Davis, Director

ddavis24@uthsc.edu

901-448-5604

UTHSC HR Compensation Email: hrcompensation@uthsc.edu

Function	Name	Email Address	Phone Number
Job evaluations (<i>PDQ reviews</i>)	Damon Davis	ddavis24@uthsc.edu	901-448-5604
	Tarlesha Gales	tgales@uthsc.edu	901-448-5632
	Send To	hrcompensation@uthsc.edu	
Probationary Evaluations (<i>3 mos. & 6 mos.</i>)	Damon Davis	ddavis24@uthsc.edu	901-448-5604
	Tarlesha Gales	tgales@uthsc.edu	901-448-5632
	Send to	hrcompensation@uthsc.edu	
Performance Evaluations	Damon Davis	ddavis24@uthsc.edu	901-448-5604
	Tarlesha Gales	tgales@uthsc.edu	901-448-5632
	Send To	hrcompensation@uthsc.edu	
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
	Tarlesha Gales	tgales@uthsc.edu	901-448-5632

BENEFITS

Debbie Jackson, Director

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
	Cheressa Lyles	clyles4@uthsc.edu	901-448-5601
Benefits Training	Debbie Jackson	djacks24@uthsc.edu	901-448-8547

Who Does What In UTHSC Human Resources?

EMPLOYEE RELATIONS

Rebekka Freeman, Employee Relations Manager

rfreema8@uthsc.edu

901-448-3053

Function	Name	Email Address	Phone Number
Family and Medical Leave Requests	Brandi Martin	bmarti75@uthsc.edu	901-448-8481
Workers Compensation	Brandi Martin	bmarti75@uthsc.edu	901-448-8481
Service Awards	Tracy Horton Brandi Martin	thorto12@uthsc.edu bmarti75@uthsc.edu	901-448-5524
Employee & Supervisor Concerns and Issues <i>(Communication, attendance, work performance, etc.)</i>	Rebekka Freeman Tracy Horton	rfreema8@uthsc.edu thorto12@uthsc.edu	901-448-3053 901-448-5524
Probationary Termination & Support	Rebekka Freeman	rfreema8@uthsc.edu	901-448-3053
Pre-termination & Termination Support	Rebekka Freeman	rfreema8@uthsc.edu	901-448-3053
Employee Relations Committee & Exempt Staff Council	Brandi Martin Debbie Long	bmarti75@uthsc.edu deblong@uthsc.edu	901-448-5524 901-448-8481
Employee Relations Training	Rebekka Freeman Brandi Martin Debbie Long	rfreema8@uthsc.edu bmarti75@uthsc.edu deblong@uthsc.edu	901-448-3053 901-448-5524 901-448-8481
Leadership Forum	Rebekka Freeman Brandi Martin	rfreema8@uthsc.edu bmarti75@uthsc.edu	901-448-3053 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	Chandra Alston	mkallahe@uthsc.edu	901-448-3053