

(504) 865 - HR4U (4748) [hr@tulane.edu](mailto:hr@tulane.edu)

## Benefits

### Benefits Service Center

Health & Welfare Plans Insurance  
COBRA, Long Term Disability, Tuition Waiver  
New Hire Benefits, Flexible Spending Accounts

Phone: 1-844-810-4364  
Email: [bsc.tulanebenefits@ajg.com](mailto:bsc.tulanebenefits@ajg.com)

### Celeste Wertz

Retirement Plans

Phone: 504-247-1775  
Email: [cwertz@tulane.edu](mailto:cwertz@tulane.edu)

### Bunnie Sylve

Leave of Absence, FMLA

Phone: 504-247-1717  
Email: [bsylve2@tulane.edu](mailto:bsylve2@tulane.edu)

## Compensation

### Eva Morris

Job Description Analysis and Classification  
Compensation Administration  
Pay Grade/Range Questions  
Reclassifications Requests  
FLSA Determination

Phone: 504-247-1714  
Email: [emorris1@tulane.edu](mailto:emorris1@tulane.edu)

### Denise Cordova

Job Description Analysis and Classification  
Compensation Administration  
Pay Grade/Range Questions  
Reclassifications Requests  
FLSA Determination

Phone: 504-314-2776  
Email: [dcordova1@tulane.edu](mailto:dcordova1@tulane.edu)

### Brandi Kuhn

Compensation Administration Assistance  
H1-B Visa Actual Wage Determination

Phone: 504-865-5627  
Email: [bkuhn1@tulane.edu](mailto:bkuhn1@tulane.edu)

## Employee Engagement

### Julio Diaz

EAP (Employee Assistance Program) Seminars  
United Way Campaign

Phone: 504-247-1745  
Email: [jediaz@tulane.edu](mailto:jediaz@tulane.edu)

### Brinda Thangada

Staff Recognition & Award Program  
New Hire Orientation

Phone: 504-247-1742  
Email: [bthangad@tulane.edu](mailto:bthangad@tulane.edu)

### Beth Boyle

General Questions

Phone: 504-865-4748  
Email: [hr@tulane.edu](mailto:hr@tulane.edu)

## Employee Relations and Performance Management

### Sharon Valle (Facilities Management and Campus Development)

Employee Relations  
Staff Handbook  
Unemployment

Phone: 504-865-5830  
Email: [svalle1@tulane.edu](mailto:svalle1@tulane.edu)

### Stacey Schwankhart (TNPRC)

Employee Relations  
Staff Handbook  
Unemployment

Phone: 985-871-6445  
Email: [sschwank@tulane.edu](mailto:sschwank@tulane.edu)

### Kim Fleming (Tulane University Police Downtown)

Employee Relations  
Staff Handbook  
Unemployment

Phone: 988-4757  
Email: [kfleming1@tulane.edu](mailto:kfleming1@tulane.edu)

### Mary Letsch

Employee Relations, Staff Handbook, Unemployment  
Phone: 504-865-5628  
Email: [mletsch@tulane.edu](mailto:mletsch@tulane.edu)

**(504) 865 - HR4U (4748) hr@tulane.edu**

**Human Resources Information Systems (HRIS)**

For network access, login, or browser issues, including Java errors, contact the **Technical Support and Network Operations Center (TSNOC)**  
Email: [help@tulane.edu](mailto:help@tulane.edu) Phone: 504-862-8888 (Uptown) or 504-988-8888 (Downtown)

**HRIS Help Desk**

Assistance and Technical Support for Human Resources Systems Including HCM (Oracle), Kronos, and Performance Management

Phone: 504-314-2775  
Email: [hris@tulane.edu](mailto:hris@tulane.edu)

**Jamie Blackwell**

HCM Access & Assistance  
Kronos Technical Support  
Workflow and Approvals Support

Phone: 504-314-2775  
Email: [jblackw2@tulane.edu](mailto:jblackw2@tulane.edu)

**Jenn Coursey**

HR System Projects and Integrations

Phone: 504-314-2681  
Email: [jcoursey@tulane.edu](mailto:coursey@tulane.edu)

**Alice Thompson**

HCM and Kronos Technical Support  
Assistance with Vacation and Sick Leave  
Accruals

Phone: 504-314-2760  
Email: [athomp5@tulane.edu](mailto:athomp5@tulane.edu)

**Lisa Martin**

iRecruitment Technical Support  
Employee and Manager Self-Service Support  
Performance Management Technical Support

Phone: 504-314-2680  
Email: [lmartin2@tulane.edu](mailto:lmartin2@tulane.edu)

**Katie Davis**

HR Reporting - Cognos & HCM

Phone: 504-247-1754  
Email: [kdavis5@tulane.edu](mailto:kdavis5@tulane.edu)

**HR Accounting & International Tax Office**

**Lauren Kim**

Moving Expenses  
Account Analysis  
Research

Phone: 504-314-2671  
Email: [lkim@tulane.edu](mailto:lkim@tulane.edu)

**Gus Chen**

Tax Treaty Exemption Claims  
Affidavit of Qualification for Graduate Tuition Waiver Tax  
Exemption

Phone: 504-865-5625  
Email: [gchen1@tulane.edu](mailto:gchen1@tulane.edu)

**Alicia Liu**

Moving Expenses Reimbursement  
GLACIER Tax System  
Tax Form 1042-S

Phone: 504-314-2779  
Email: [yliu18@tulane.edu](mailto:yliu18@tulane.edu)

**Payroll**

**Sherry Kelly**

Student Payroll and Functional Kronos  
Questions  
W2 Questions

Phone: 504-865-5147  
Email: [skelly@tulane.edu](mailto:skelly@tulane.edu)

**Shawn Cadres**

Employees Garnishments, Levies and Wage Assignments  
Monthly Employees Payroll, One Time Pay and Functional  
Kronos Questions

Phone: 504-314-2774  
Email: [scadres@tulane.edu](mailto:scadres@tulane.edu)

**Connie Allotto**

Biweekly Employees Payroll and  
Functional Kronos Questions

Phone: 504-314-2672  
Email: [callotto@tulane.edu](mailto:callotto@tulane.edu)

**Gisele Baham**

Employees Payroll Questions, Overpayment Issues, Graduate Tuition Waivers, W-2 Questions  
Email: [gbaham@tulane.edu](mailto:gbaham@tulane.edu)

Phone: 504-314-2771



# Tulane University

Office of Human Resources

(504) 865 - HR4U (4748) [hr@tulane.edu](mailto:hr@tulane.edu)

## Records

### Ellen Canty

Official Employee Files  
Employment Verifications

Phone: 504-247-1784  
Email: [ecanty@tulane.edu](mailto:ecanty@tulane.edu)

### Cekell CeCe Barnes

Vacation Donation  
Official Employee Files  
Employment Verifications  
Student Loan Forms

Phone: 504-247-1720  
Email: [cbarnes5@tulane.edu](mailto:cbarnes5@tulane.edu)

## Student Employment

### Luis Behrhorst

Student Employment  
Federal Work Study Off Campus Programs

Phone: 504-865-5149  
Email: [lbehrhor@tulane.edu](mailto:lbehrhor@tulane.edu)

### Daisy Espiritu

Student Background Checks and I-9's  
HCM Student Hiring Process

Phone: 504-314-2219  
Email: [daisye@tulane.edu](mailto:daisye@tulane.edu)

## Talent Acquisition

### Kelly Bankston

Faculty, Staff and Student Employment

Phone: 504-247-1746  
Email: [kbanksto@tulane.edu](mailto:kbanksto@tulane.edu)

### Tara Robinson

iRecruitment Vacancy Posting  
Temporary Agency Request  
New Employee Orientation  
Staff Background Checks

Phone: 504-247-1743  
Email: [lrobin9@tulane.edu](mailto:lrobin9@tulane.edu)

### Nick Douglas

Employment Processes  
Faculty Offers

Phone: 504-247-1726  
Email: [ndouglas@tulane.edu](mailto:ndouglas@tulane.edu)

### Nikki Payton

Staff Offers

Phone: 504-247-1721  
Email: [npayton@tulane.edu](mailto:npayton@tulane.edu)

## TUWellness

### Trey Mackey

Faculty & Staff Wellness Program

Phone: 504-247-1744  
Email: [tmackey1@tulane.edu](mailto:tmackey1@tulane.edu)

### Workers' Compensation

### Karen Simon

Workers' Compensation

Phone: 504-247-1716  
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