

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

Benefits

<p>Benefits Service Center</p> <p>Health & Welfare Plans Insurance COBRA, Long Term Disability, Tuition Waiver New Hire Benefits Flexible Spending Accounts</p> <p>Phone: 1-844-810-4364 Email: bsc.tulanebenefits@ajg.com</p>	<p>Celeste Wertz</p> <p>Retirement Plans</p> <p>Phone: 504-247-1775 Email: cwertz@tulane.edu</p>	<p>Bunnie Sylve</p> <p>Leave of Absence, FMLA</p> <p>Phone: 504-247-1717 Email: bsylve2@tulane.edu</p>
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Customer Relations

<p>Julio Diaz</p> <p>EAP (Employee Assistance Program) Seminars United Way Campaign</p> <p>Phone: 504-247-1745 Email: jediaz@tulane.edu</p>	<p>Brinda Thangada</p> <p>Staff Recognition & Award Program New Hire Orientation</p> <p>Phone: 504-247-1742 Email: bthangad@tulane.edu</p>	<p>Beth Boyle</p> <p>General Questions</p> <p>Phone: 504-865-4748 Email: hr@tulane.edu</p>
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Compensation

<p>Eva Morris</p> <p>Job Description Analysis and Classification Compensation Administration Pay Grade/Range Questions Reclassifications Requests FLSA Determination</p> <p>Phone: 504-247-1714 Email: emorris1@tulane.edu</p>	<p>Denise Cordova</p> <p>Job Description Analysis and Classification Compensation Administration Pay Grade/Range Questions Reclassifications Requests FLSA Determination</p> <p>Phone: 504-314-2776 Email: dcordova1@tulane.edu</p>	<p>Brandi Kuhn</p> <p>Compensation Administration Assistance H1-B Visa Actual Wage Determination</p> <p>Phone: 504-865-5627 Email: bkuhn1@tulane.edu</p>
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Employment & Student Employment

<p>Tara Robinson</p> <p>iRecruitment Vacancy Posting Temporary Agency Request New Employee Orientation Staff Background Checks</p> <p>Phone: 504-247-1743 Email: trobin9@tulane.edu</p>	<p>Nick Douglas</p> <p>Employment Processes Faculty Offers</p> <p>Phone: 504-247-1726 Email: ndouglas@tulane.edu</p>	<p>Nikki Payton</p> <p>Staff Offers</p> <p>Phone: 504-247-1721 Email: npayton@tulane.edu</p>
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Employee Relations

<p>Kelly Bankston</p> <p>Faculty, Staff and Student Employment</p> <p>Phone: 504-247-1746 Email: kbanksto@tulane.edu</p>	<p>Luis Behrhorst</p> <p>Student Employment Federal Work Study Off Campus Programs</p> <p>Phone: 504-865-5149 Email: lbehrhor@tulane.edu</p>	<p>Daisy Espiritu</p> <p>Student Background Checks and I-9's HCM Student Hiring Process</p> <p>Phone: 504-314-2219 Email: daisye@tulane.edu</p>
<p>Mary Letsch</p> <p>Employee Relations Staff Handbook Unemployment</p> <p>Phone: 504-865-5628 Email: mletsch@tulane.edu</p>	<p>Stacey Schwankhart (TNPRC)</p> <p>Employee Relations Staff Handbook Unemployment</p> <p>Phone: 985-871-6445 Email: sschwank@tulane.edu</p>	<p>Sharon Valle (Facilities Management and Campus Development) Employee Relations Staff Handbook Unemployment</p> <p>Phone: 504-865-5830 Email: svalle1@tulane.edu</p>

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
Phone: 504-862-8888 (Uptown) or 504-988-8888 (Downtown)

<p>HRIS Help Desk</p> <p>Assistance and Technical Support for Human Resources Systems Including HCM (Oracle), Kronos, and Performance Management</p> <p>Phone: 504-314-2775 Email: hris@tulane.edu</p>	<p>Jamie Blackwell</p> <p>HCM Access & Assistance Kronos Technical Support Workflow and Approvals Support</p> <p>Phone: 504-314-2775 Email: jblackw2@tulane.edu</p>	<p>Jenn Coursey</p> <p>HR System Projects and Integrations</p> <p>Phone: 504-314-2681 Email: jcoursey@tulane.edu</p>
<p>Katie Davis</p> <p>HR Reporting - Cognos & HCM</p> <p>Phone: 504-247-1754 Email: kdavis5@tulane.edu</p>	<p>Lisa Martin</p> <p>iRecruitment Technical Support Employee and Manager Self-Service Support Performance Management Technical Support</p> <p>Phone: 504-314-2680 Email: lmartin2@tulane.edu</p>	<p>Alice Thompson</p> <p>HCM and Kronos Technical Support Assistance with Vacation and Sick Leave Accruals</p> <p>Phone: 504-314-2760 Email: athomp5@tulane.edu</p>



Tulane University

Office of Human Resources

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

HR Accounting & International Tax Office

Lauren Kim

Moving Expenses
Account Analysis
Research

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Gus Chen

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

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Alicia Liu

Moving Expenses Reimbursement
GLACIER Tax System
Tax Form 1042-S

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Payroll

Gisele Baham

Employees Payroll Questions, Overpayment Issues, Graduate Tuition Waivers, W-2 Questions

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Email: gbaham@tulane.edu

Sherry Kelly

Student Payroll and Functional Kronos
Questions
W2 Questions

Phone: 504-865-5147
Email: skelly@tulane.edu

Shawn Cadres

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

Phone: 504-314-2774
Email: scadres@tulane.edu

Connie Allotto

Biweekly Employees Payroll and Functional
Kronos Questions

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Email: callotto@tulane.edu

Records

Ellen Canty

Vacation Donation
Official Employee Files
Employment Verifications

Phone: 504-247-1784
Email: ecanty@tulane.edu

TUWellness

TUWellness

Faculty & Staff Wellness Program

Phone: 504-865-5280
Email: tuwellness@tulane.edu

Workers' Compensation

Karen Simon

Workers' Compensation
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