

Do you have a question or issue you need resolved but you aren't sure who to contact in HR?

Use this reference guide to point you in the right direction!

If you don't see what you are looking for, please contact your HR Partner.

HR Business Partner

- Talent Management & Succession Planning
- Performance Management
- Organizational Review & Restructures
- Leadership Support & Management Training
- Americans with Disabilities Act (ADA) requests

HR Generalist

- Employee Relations (ER) issues
- General policy and procedure guidance
- Exit Interviews
- Student hiring (SEHF) processing

HR Coordinator

- New hire processing
- Termination paperwork/off-boarding
- Workers' Compensation
- Manager Self Service (MSS) Transactions

HR Benefits Specialist

- Leave of Absence
- Tuition Assistance Program (TAP)
- Retirement (TRS, ORP, 403b, 457b)

Talent Acquisition Coordinator

- New hire paperwork
- Background checks
- Questions regarding job postings

Talent Acquisition Recruiter

- Updates on interviews and screenings
- Requisition processing & status
- Candidate status
- Hiring proposals

Student Employment

Program Coordinator

- Student MSS transactions
- Student employment questions

Compensation

- Job and pay change requests
- Job description creation and updates

**VISIT HR.KENNESAW.EDU OR
SCAN THIS QR CODE TO
DETERMINE YOUR ASSIGNED
HR CONTACT**

