



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

HR Generalist

- Employee Relations (ER) issues
- General policy and procedure guidance
- Exit interviews

HR Coordinator

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

HR Benefits Specialist

- Leave of Absence
- Tuition Assistance Program (TAP)
- Retirement (TRS, ORP, 403b, 457b)
- Americans with Disabilities Act (ADA) requests

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

- Students MSS transactions
- Student employment questions
- Student hiring (SEHF) processing

Compensation

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

Records Assistant

- Review or request your personal Employment Records

Note: Open Records must initiate through Legal Affairs. Records & Information Management including retention of records should be directed to Museums and Rare Books at tlivings@kennesaw.edu.



VISIT HR.KENNESAW.EDU TO DETERMINE YOUR ASSIGNED HR CONTACT



HAVE A FACULTY RELATED QUESTION?

The Faculty Affairs Coordinator is your primary point of contact for faculty related questions. Coordinator assignments can be found at facultyaffairs.kennesaw.edu/contact.php