

## Miscellaneous Human Resources Processes

**Please note: These processes will go into effect on December 1, 2008**

### How do I change the name of a supervisor on an employee's record?

- Create an e-mail with
  - Subject Line
    - Supervisor Change
  - Include
    - Employee(s) Name and Banner ID
    - Old Supervisor's Name and Banner ID
    - New Supervisor's Name and Banner ID
- Send to
  - HSC
    - Human Resource Records
      - [hscrecords@ttuhsc.edu](mailto:hscrecords@ttuhsc.edu)
  - TTU and TTUSA
    - Human Resource Services Compensation and Operations
      - [hsc.compensation.operations@ttu.edu](mailto:hsc.compensation.operations@ttu.edu)

### How do I correct a date of hire or termination on an employee's record?

- Create an e-mail with
  - Subject Line
    - Correction of Hire Date and/or Termination Date
  - Include
    - Employee Name and Banner ID
    - Original E-PAF Transaction Number
    - Original Date of Hire and/or Date of Termination
    - Correct Date of Hire and/or Date of Termination
    - Reason for Change
- Send to
  - HSC
    - Human Resource Records
      - [hscrecords@ttuhsc.edu](mailto:hscrecords@ttuhsc.edu)
  - TTU and TTUSA
    - Human Resource Services Compensation and Operations
      - [hsc.compensation.operations@ttu.edu](mailto:hsc.compensation.operations@ttu.edu)