



HUMAN RESOURCES DEPARTMENT

	FUNCTION	METHOD OF CONTACT	PROCESS	HELPFUL RESOURCES
INQUIRE	GENERAL HR INQUIRES	<p>EMAIL: Rray@tylertexas.com Jforward@tylertexas.com</p> <p>CONTACT: HR Department, (903) 531-1103 Kandice, (903) 531-1100 Ja'Nieka, (903) 531-1112</p>	<p>Send your email to both email addresses listed. Title your email with the following subject line "HR Inquire".</p> <p style="text-align: center;">OR</p> <p>Contact either of the numbers listed.</p>	<p>Click Here to view the Human Resources Intranet Homepage</p>
COVID-19	EMPLOYEE EXPOSURE	<p>EMAIL: Rray@tylertexas.com CWright@tylertexas.com</p> <p>CONTACT: HR Department, (903) 531-1103 Cynthia, (903) 531-1195</p>	<p>Send your email to both email addresses listed. Title your email with the following subject line "COVID-19".</p> <p style="text-align: center;">OR</p> <p>Contact either of the numbers listed.</p>	<p>Employee Assistance Program (EAP): Click Here to View Available COVID-19 Resource's & Training Video's <i>*Employee's must Register for their own personal account for access. Supervisors may contact their HR Department to obtain special login credentials. *</i></p> <p style="text-align: center;">OR</p> <p>Everything uploaded into the <i>COVID-19 Helpful Resources</i> folder is also available on our Intranet Homepage. Click here to see what is available</p> <p style="text-align: center;">OR</p> <p>Public Drive > "COVID-19 Helpful Resources" Folder <i>*HR is using this folder as a resource hub related to COVID-19. Be sure to save it as a shortcut on your desktop.</i></p>

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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">PERSONNEL ACTION FORMS</p> <p>NEW HIRE PAF'S (CIVIL SERVICE & NON-CIVIL SERVICE)</p>	<p>EMAIL: Jmcgrew@tylertexas.com Jrogers@tylertexas.com</p> <p>CONTACT: Jennifer, (903) 531-1102 Jami, (903) 363-0600</p>	<p>Complete and sign using your electronic signature using either Word or Adobe. HR will accept approvals via email in the event you are unable to provide your electronic signature on the document itself. Send your email to both email addresses listed. Title your email with the following subject line "<i>New Hire PAF</i>".</p> <p style="text-align: center;">OR</p> <p>Contact either of the numbers listed.</p>	<p>P:\POLICIES 10-1-99\Policy Forms\ Form 2-7 Personnel Action</p>
<p>ALL OTHER PAF'S (CIVIL SERVICE & NON-CIVIL SERVICE)</p>	<p>EMAIL: Jforward@tylertexas.com Rray@tylertexas.com</p> <p>CONTACT: Ja'Nieka, (903) 531-1112 HR Department, (903) 531-1103</p>	<p>Complete and sign using your electronic signature using either Word or Adobe. HR will accept approvals via email in the event you are unable to provide your electronic signature on the document itself. Send your email to both email addresses listed. Title your email with the following subject line "<i>Other PAF</i>".</p> <p style="text-align: center;">OR</p> <p>Contact either of the numbers listed.</p>	<p>P:\POLICIES 10-1-99\Policy Forms\ Form 2-7 Personnel Action</p>

	FUNCTION	METHOD OF CONTACT	PROCESS	HELPFUL RESOURCES
REQUISITIONS & TEMPS	REQUISITIONS AND TEMP. REQUESTS	<p style="text-align: center;">EMAIL: Cwright@tylertexas.com Jforward@tylertexas.com</p> <p style="text-align: center;">CONTACT: Cynthia, (903) 531-1195 Ja'Nieka, (903) 531-1112</p>	<p>Complete and sign using your electronic signature using either Word or Adobe. HR will accept approvals via email in the event you are unable to provide your electronic signature on the document itself. Send your email to both email addresses listed. Title your email with the following subject line <i>“Requisitions”</i> / <i>“Temp Request”</i>.</p> <p style="text-align: center;">OR</p> <p>Contact either of the numbers listed.</p>	P:\POLICIES 10-1-99\Policy Forms\ Form 2-3 Personnel Requisition
RECRUITING	JOB ADVERTISING AND FLYERS	<p style="text-align: center;">EMAIL: Kwest@tylertexas.com Cwright@tylertexas.com</p> <p style="text-align: center;">CONTACT: Kandice, (903) 531-1100 Cynthia, (903) 531-1195</p>	<p>Send your email to both email addresses listed. Title your email with the following subject line <i>“Recruitment”</i>.</p> <p style="text-align: center;">OR</p> <p>Contact either of the numbers listed.</p>	Ask us about Social Media Advertising!
APPLICATIONS	ONLINE APPLICATION INQUIRIES	<p style="text-align: center;">EMAIL: Cwright@tylertexas.com Kwest@tylertexas.com</p> <p style="text-align: center;">CONTACT: Cynthia, (903) 531-1195 Kandice, (903) 531-1100 HR Department, (903) 531-1103</p>	<p>Send your email to both email addresses listed. Title your email with the following subject line <i>“Application Inquire”</i>.</p> <p style="text-align: center;">OR</p> <p>Contact either of the numbers listed.</p>	<p>To apply for a job or view a list of our available job opportunities, please go to: www.governmentjobs.com/careers/tylertexas</p> <p style="text-align: center; color: red;"> Ask us about Candidate Text Messaging! </p>

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FMLA & STD	FAMILY MEDICAL LEAVE ACT AND SHORT TERM DISABILITY	<p>EMAIL: Jmcgrew@tylertexas.com Jrogers@tylertexas.com</p> <p>CONTACT: Jennifer, (903) 531-1102 Jami, (903) 363-0600</p>	<p>Send your email to both email addresses listed. Title your email with the following subject line “FMLA” / “STD”.</p> <p>OR</p> <p>Contact either of the numbers listed.</p>	<p>HR will email you all the necessary document(s), if any, which you will need complete depending on your circumstance. Directions on how to submit your completed forms will also be included in the email.</p>
BENEFITS & INSURANCE	BENEFIT CHANGES AND INQUIRES	<p>EMAIL: Jrogers@tylertexas.com Jmcgrew@tylertexas.com</p> <p>CONTACT: Jami, (903) 363-0600 Jennifer, (903) 531-1102</p>	<p>Send your email to both email addresses listed. Title your email with the following subject line “Benefits”.</p> <p>OR</p> <p>Contact either of the numbers listed.</p>	<p>HR will email you all the necessary document(s), if any, which you will need complete depending on your circumstance. Directions on how to submit your completed forms will also be included in the email.</p>