



HR SPOTLIGHT



ELAINE COLEMAN | Associate Director

Elaine is the first generation of her family to graduate from college. She received an academic scholarship from Grambling State University, where she earned a B.S. in Accounting. Elaine became a member of the TSU family in 1982, and has over 30 years of experience in the Finance area serving in various roles: Budget Officer, Grant and Contracts Accountant, Director of Expenditures (Accounts Payable and Payroll), cashier during registration and Associate Director of Payroll. She has seen many changes at the university, and plans to continue to provide the best customer service for all students, faculty and staff.

Elaine is active in various organizations which includes, Boy Scouts where she is an Assistance Advancement Chair and has helped more than 20 boys to receive the highest rank in scouting Eagle, including her grandson. Her involvement in other community service organizations include a Cancer Support Ministry, book club, and drill team where service projects and mission is provided. In her spare time, she enjoys reading and considers herself a very quiet person.



E Energetic
L Logical
A Astute
I Impressive
N Noble
E Effective

FEATURE STORY

National Payroll Week

National Payroll Week was held across the country the week of September 2-6, 2013, and Texas Southern University was proud to be a part of the celebration. Since its inception in 1996, National Payroll Week has raised public awareness of the valuable work payroll professionals perform every day. Founded by the American Payroll Association (APA), this unique campaign celebrates every worker's favorite day – payday.

During National Payroll Week, the Department of Human Resources and Payroll Services distributed helpful information to the campus community, including **Ways to Manage Your Paycheck More Effectively**, and encouraged faculty and staff to participate in a free national online survey titled "Getting Paid in America". Participants were eligible to win a free paycheck and a trip for two to Las Vegas from the American Payroll Association.

On Friday, September 6, 2013, Payroll Services held an Open House, providing treats and answering payroll related questions from employees. They also provided a Payroll Packet, complete with information ranging from Understanding Your Pay Stub and W-2, to Understanding the "Normal" Retirement age.





STACIE HAWKINS | Accounting Manager



Stacie received her B.B.A., in Accounting, from the University of Houston, and her M.B.A. from Prairie View A&M University. She has been with the University for 13 years, working

in General Accounting before joining the Human Resources/Payroll Services Team. Active in campus life, she lends support to the TSU Wesley Foundation as campus advisor. Stacie sits on several local boards, including the Wesley Community Center-Houston, and the University of Houston Black Alumni Association. Active in her church, she is chairperson of the Council on Finance and Administration for the Texas Annual Conference of the United Methodist Church, and she is a Director for the national board of United Methodist Women, Inc. In her spare time, she enjoys spending time with family and friends.

S Is known for her Smile.

T Team player

A Accepts just about any challenge thrown her way.

C Calm-spirited

I Intends to make a difference, both personally and professionally.

E Strives for Excellence at all times.

BRENDA HODGE | Accountant



Brenda received a B.S. in accounting from Texas Southern University. She has worked in Budget, Purchasing and Payroll while working at Texas Southern University. Prior to working for the

university, Brenda worked several years for Sun and Cities Service oil companies as an oil and gas accountant. Brenda also taught business courses at Texcel Business School. She is co-owner of a real estate company, Hodge & Co. Realtors. Brenda is originally from Kingsville, Texas. In her spare time, she enjoys spending time with family and friends and traveling.

B Brave

R Respectful

E Exquisite

N Neat

D Decisive

A Attentive

MIRAF BIHON | Payroll Specialist



Miraf Bihon is a native of Ethiopia and has worked at Texas southern university since 1999. She has worked at the university in in various capacities in the Fiscal area. She is currently

serving as a Payroll Specialist, an arduous job requiring hours of detailed scrutiny of numbers. It is Miraf's attention to detail and her eye for accuracy that ensures TSU employees receive the correct paycheck each month. Miraf is dedicated to putting her all into her work simply because she loves and appreciates TSU. The university is not just a job, but has become a staple in her family. Her sister and nephew are alumnus of TSU. Miraf isn't concerned with recognition, but endeavors to ensure every employee receives superior customer service and absolute satisfaction. Her cultural background and focus on community collaboration has led her to a number of volunteer opportunities in her community roles. Miraf also attended Texas Southern University.

M Magnificent

I Intelligent

R Reliable

A Authentic

F Fantastic

