

Human Resources Staff List

VACANT
Human Resources Front Desk Assistant
 (916) 278-7003, email:

General Information
 Parking/Jury Duty Letters
 Employment Verifications (phone/written)
 Work from Home Agreements – Part-time/Students
 International Student Clearances

UEI Workforce

Onboarding Checklist Questions
 Reset Password

Patricia Lau
Human Resources Operations Supervisor
 (916) 278-5444, e-mail: patricia.lau@csus.edu

Director's Calendar
 Safety/Evacuation Training
 Driving Authorization Request
 Foreign Travel Insurance Request
 Sac Link Account Request
 Workers' Compensation

UEI Workforce

General Information

Jacee Alvarez
Human Resources Coordinator
 (916) 278-5835, e-mail: jacee.alvarez@csus.edu

Workers' Compensation - Primary
 Accident & Injury/Cal-OSHA Reports
 Leaves of Absence including FMLA
 State Disability Insurance/Paid Family Leave
 Temporary, 120-day Appointment Requests – On-campus

UEI Workforce

Process Changes on Employee Information, Transfers, Rehires,
 Reclassifications, Rate Changes, etc. - (Full-time Benefited)
 Part-time Employee Student Status

Emeka Echezona
Human Resources Technician
 (916) 278-4552, e-mail: emeka.echezona@csus.edu

Hiring Process Information (Part-time/Students – CAIN & UU WELL) - Off-campus/On-campus
 Employment/Recruitment Questions (Part-time/Student)
 Unemployment Claims

UEI Workforce

Recruitment & Onboarding (Part-time/Students CAIN & UU WELL) - Off-campus/On-campus
 Process Changes on Employee Information, Transfers, Rehires, Terminations,
 Reclassifications, Pay Rate Changes, Hiring Process Information (SAC) - Off campus

Jessica Panama
Human Resources Technician – (CA Intern Network)
 (916) 278-7006, email: jessica.panama@csus.edu

UEI Workforce

Employment/Recruitment Questions – Off campus
 Recruitment & Onboarding (Students - CAIN) – Off Campus
 Approve New User Non-Employee Managers Accounts

