

# 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](mailto: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](mailto: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](mailto: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](mailto:jessica.panama@csus.edu)

**UEI Workforce**

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

