

(916) 278-7003, email: asianewtongonzalez@csus.edu

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

(916) 278-5444, e-mail: patricia.lau@csus.edu

Onboarding Checklist Questions
Word
Calendar
Orientation Training
Authorization Request
Well Insurance Request
Savings Account Request
Compensation

(916) 278-5835, e-mail: jacee.alvarez@csus.edu

Information
Compensation - Primary
Primary/Cal-OSHA Reports
Leave including FMLA
Paid Family Insurance/Paid Family Leave
20-day Appointment Requests – On-campus
Changes on Employee Information, Transfers, Rehires,
Reclassifications, Rate Changes, etc. - (Full-time Benefited)
Part-time Employee Student Status

(916) 278-4552, e-mail: emeka.echezona@csus.edu

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

(916) 278-7006, email: jessica.panama@csus.edu

(916) 278-7876, email: jason.kim@csus.edu



Information (Part-time/Student - SPA & CAIN) - On-campus/Off-campus
Recruitment
Document Verification (Document completion)
Part-time/Student Onboarding (Part-time/Student - SPA & CAIN) - On-campus/Off-campus
Process Changes on Employee Information, Transfers, Rehires, Terminations,
Reclassifications, Rate Changes, etc. – Part-time/Students
Process Faculty Agreements

(916) 278-4726, e-mail: ari.williams@csus.edu



Benefits Information & Administration
Terminations/Resignations – Full-time/Benefited
Separations

(916) 278-4129, e-mail: k.kinsey@csus.edu



Recruitment/Employment – Full-time/Benefited
New Hire Orientations – Full-time/Benefited Positions

(916) 278-7057, e-mail: jennnc@csus.edu



Recruitment & Onboarding – Full-time/Benefited



Termination
Resignations
Benefits Administration
Retirement

(916) 278-4383, e-mail: dena.roberts@csus.edu



Training

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