It is with great pleasure that we introduce to you…

Jody Bomba, our Associate Vice President, to the Human Resources Department.

Jody comes to La Verne with many years of experience in Human Resources, which includes nine years at Azusa Pacific University, and most recently, as Vice President of Human Resources for the Los Angeles Mission.

We are very excited to have her join our team, and hope you have an opportunity to come by HR and welcome Jody to our community!
Important reminders for this and that…

Please provide department supervisors with notification of theses changes and any future revisions or updates

I9’s are required to be submitted within a 3 day grace period of the instructors first work day (theoretically we should have the completed I9 before they start working)

Make sure all newly hired adjuncts have been to HR to fill out new hire paper work (N/A for RCA campuses)

Each department is responsible for completing the New Hire form online for OIT to create an email address and BlackBoard access

Pay advices and Contracts should not be combined on one cover sheet

It is not necessary to send HR documents with Zero dollar amounts

Always send all work related correspondence to both Renee and Regina

Revision needs to be clearly marked when submitting to HR, so that duplicate payments are not created

Please indicate full and correct legal name~ e.g. Augusto Rodriguez should be Porfirio Augusto Rodriquez-Sanchez
Merry Christmas
Happy Hanukkah
Happy Holidays Everyone
Prettige Kerstdagen
Feliz Navidad
Joyeux Noel