

News You Can Use

CPP Employee Webinar

Hosted by EODA/HR Operations

8/6/2026



Cal Poly
Pomona



- Offers a more direct way to share key information
- Allows us to speak with you in real time about updates, processes, and procedures that impact your work
- Provides you with a space to ask questions and share feedback



Broncos Belong: New Student Convocation

August 19, 2026

Welcoming our newest Broncos as they begin their journey at Cal Poly Pomona

- 9am to 11am - Offices closed
- 9:15am to 9:45am - Olive Walk Welcome
- 10am to 10:45am – New Student Convocation





Strategic Learning and Organizational Effectiveness Initiatives





2026 Years of Service Ceremony



Celebrating our dedicated faculty and staff.



 Cal Poly Pomona
presents the
**2026 YEARS OF
SERVICE CEREMONY**
BRONCO REWIND LIVE

— ✦ —

August 17th
Bronco Student Center,
URSA Major
9:30am - 11:30am

SNACKS WILL BE
PROVIDED





Junior Entrepreneurship Camp

*"Empowering the Next Generation
of Innovators!"*



Staff council



STAFF COUNCIL



CPP Staff Council – Building Community, one Experience at a Time

- How many employees participated in SAW events in 2026?
- How many workshop events were hosted during SAW 2026?
- Staff Council Signature Events
 - Cocoa & Cookies
 - Veterans Day Card Signing
 - Toy Drive
 - SAW (Staff Appreciation Week)
 - CPP Years of Service (in partnership with Strategic Learning)





Thank you for your volunteer service to CPP!

2026-2027 EXECUTIVE BOARD

PRESIDENT

Stephanie Pastor

Science

VICE PRESIDENT

April Jimenez

University Advancement

RECORDS & PUBLIC RELATIONS

Marcela Moreno

CEIS

TREASURER

Cindy Dang

Science

MEMBERSHIP SECRETARY

Annie Montes

Science

RECORDING SECRETARY

Kris Zoleta

Library

MEMBER AT LARGE

Loretta 'Rhett'
Villanueva

Advance Computing

MEMBER AT LARGE

Lori Inarda

Environmental Health and Safety



Curating Curiosity Campus Experience

AUGUST

Leading with Authenticity 8/6 | 10 AM

Leading Beyond Yourself: Coaching for
Impact 8/27 | 2PM





Curating Curiosity SHOUT OUTS!



- Cindy Dang
- Jason Wang
- Kathleen Vinzant
- Leah Litwack
- Phuong Pham
- Quetzalli Luz Miranda
- Vanessa Penaloza
- Wendy Rose
- Christian J. Murillo
- Jennifer Andelin
- Jennifer Cousens
- Joselyn Archila-Telo
- Sonia Liu
- Tracy McDonald
- Cynthia Peters





Crucial Conversations



Session 1:

October 6th
9am – 12pm



Session 2:

October 15th
10am – 12pm



Session 3:

October 21st
10am – 12pm

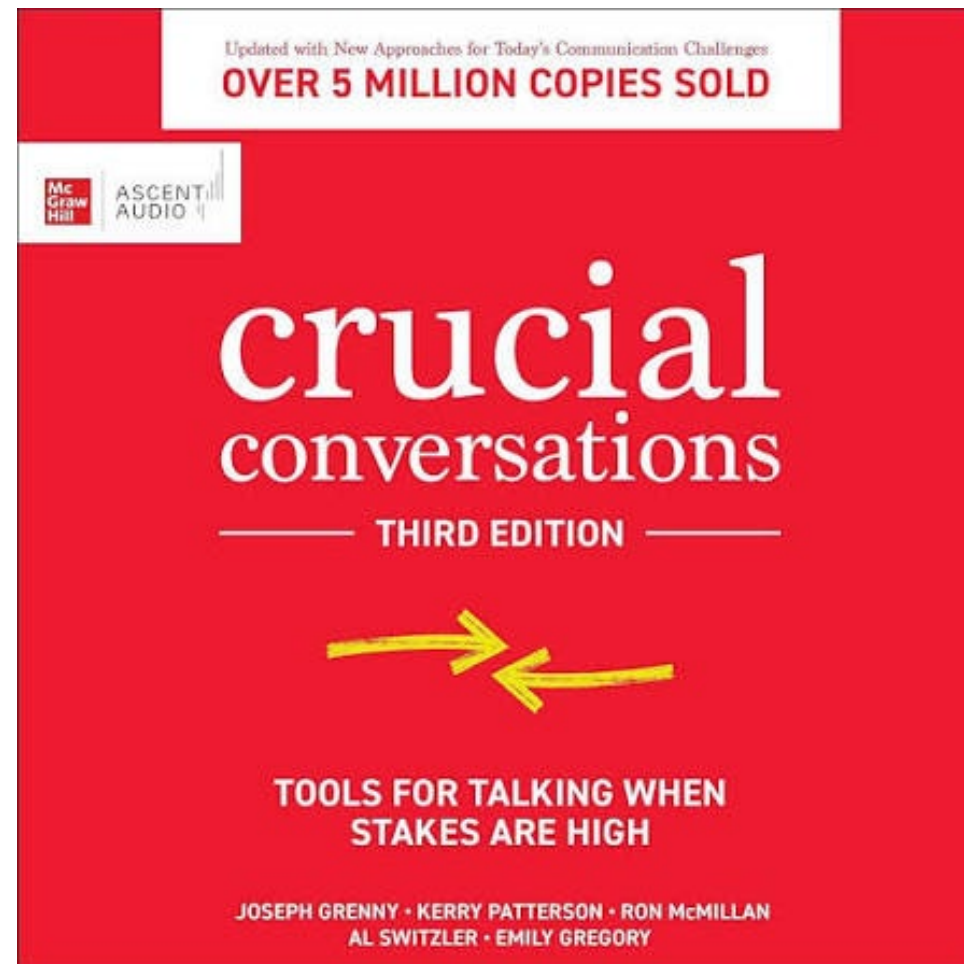


Session 4:

October 22nd
1pm – 4pm

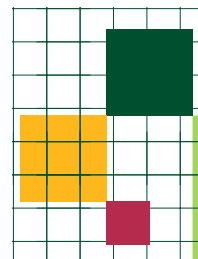
**All sessions will be held in SSB,
121-W, 1967**

**Must attend all four sessions to receive a digital badge*





Building a Culture of Learning



What 2026, learning or growth opportunity would you like more people on campus to know about?

Share in the chat:

Event or workshop

Date

Who it's for

Registration link (optional)

"The best learning culture is one where everyone is both a learner and a contributor."



**Learning happens all across Cal Poly Pomona.
Let's learn from one another!**





Opt-In





EODA-HR Customer Service Center





HR CUSTOMER SERVICE CENTER

Temporary Closure

In support of campus events, the HR Customer Service Center will be temporarily closed on:



WEDNESDAY, AUGUST 19

9:00 AM – 11:00 AM

for New Student Convocation



MONDAY, AUGUST 31

9:00 AM – 9:45 AM

for the President's Listening Tour



Thank you!
**FOR YOUR
UNDERSTANDING!**



We appreciate your patience and support.



Reminder for Academic Departments

Ready to connect your newly hired Academic term faculty, TAs or GAs for onboarding?



Automatic notification from us to schedule onboarding, when offers are accepted in PageUp by new hire



In-person Monday-Friday 8am – 5pm
Building 121-West, 2nd floor, Lobby
2700



(909) 869-3733



hrscsc@cpp.edu





New Student Employment Request Form

Starting Fall 2026 –

- New Smartsheet form for Student Employment
- Notifications to Submitter, Timekeeper, HEERA & Student Employee to confirm/approve
- Check status on your pending student hires
- Visit our [Student Employment page](#) for hiring departments for links to the [form](#), training and job aids

Cal Poly Pomona

Student Employment Request Form

Please use the Student Employment Request Form to submit requests to hire:

Fall and Spring

- **Regular**
 - 1860 - Student Assistant
 - 1868 - Student - NCS
 - 1150 - Instructional Student Assistant
- **Federal Work Study**
 - 1861 - Student Trainee, On Campus Work Study
 - 1151 - Instructional Student Assistant, On Campus Work Study

Summer

- 1874 - Bridge Student Assistant

What's Happens Next?

Once submitted, your request will be routed through the appropriate review and processing workflow.

- Financial Aid Office (Federal Work Study Only): Federal Work Study requests will first be reviewed by the Financial Aid Office to verify the student's Federal Work Study eligibility and award

Fields marked with an asterisk (*) are required.

Request & Student Information

Requestor Name *

Requestor Email *

Student Employment Type: *

- ☐ 1150 - Instructional Student Assistant (Fall & Spring)
- ☐ 1151 - Instructional Student Assistant, On Campus Work Study (Federal Work Study)
- ☒ 1860 - Student Assistant (Fall & Spring)
- ☐ 1861 - Student Trainee, On Campus Work Study (Federal Work Study)
- ☐ 1868 - Student - NCS (Fall & Spring)
- ☐ 1874 - Bridge Student Assistant (Summer)



Payroll Services





SUMMER 2026 FACULTY APPOINTMENTS & PAYROLL SCHEDULE



SUMMARY

A total of **490** faculty appointments were processed for Summer 2026 across all sessions.

SUMMER 2026 FACULTY APPOINTMENTS

Session	Instruction Dates	Faculty Appointments
1st 5-Week Session	June 3, 2026 – July 7, 2026	183
2nd 5-Week Session	July 9, 2026 – August 11, 2026	63
 10-Week Session	June 3, 2026 – August 14, 2026	244
 Total		490

FACULTY PAYROLL SCHEDULE

Session	Payroll Processing Date
1st 5-Week Session	 End of July 2026
2nd 5-Week Session	 End of August 2026
 10-Week Session	 End of August 2026



Payroll Calendars



Visit our website to access important pay schedules, academic calendars, and payroll resources to help you manage your time and finances.



Available calendars and schedules on our website:

[2025/2026 Academic Pay Schedule \(PDF\)](#)



[2026 Staff/Management Pay Schedule](#)



[2026 Winter Session Pay Schedule \(PDF\)](#)



[2026 Positive Pay Schedule](#)



[2026 Summer Session Pay Schedule \(PDF\)](#)



[2026 Student Assistant Pay Schedule](#)



[2026/2027 Academic Pay Schedule \(PDF\)](#)



[2026 Holiday Calendar](#)



[2026 Calendar Year by Pay Period \(PDF\)](#)



[2026 Absence Management Processing Schedule](#)



All calendars and schedules are available on our website. Click any item above to view or download.



Annual Vacation Maximum



KEY DEADLINE

Employees nearing their vacation maximum (including the **December** accrual) must use excess vacation hours by **December 31** to avoid forfeiture.



KEEP LEAVE BALANCES ACCURATE



Report absences promptly in **Absence Management**.



Review your **vacation balance** regularly.

[CHRS- View your Absence Balances](#)



Managers and employees can reference the **Graduated Vacation Chart** in **CHRS (Employee/Manager Balance Inquiry)** to view accrual rates and carryover limits.



Plan Ahead! Monitoring your balance and using excess hours by the deadline helps you stay within limits and avoid losing earned vacation time.





VACATION CARRYOVER REQUESTS

Eligible employees requesting to carry over vacation beyond the maximum **must**:



Reminder: Vacation carryover requests are not automatic and are subject to operational needs and administrative approval.

SUMMARY OF MAXIMUM VACATION AND CTO CREDITS

BARGAINING UNIT OR CLASSIFICATION	ANNUAL CTO MAX*	FLSA ANNUAL/CTO MAX**	MAX VACATION: 10 YEARS OR LESS SERVICE	MAX VACATION: MORE THAN 10 YEARS OF SERVICE
M98	N/A	N/A	480 HOURS	480 HOURS
M80	N/A	N/A	384 HOURS	440 HOURS
UNIT 1	N/A	N/A	320 HOURS	440 HOURS
UNIT 2	120 HOURS	240 HOURS	320 HOURS	440 HOURS
UNIT 3	N/A	N/A	320 HOURS	440 HOURS
UNIT 4	120 HOURS	240 HOURS	320 HOURS	440 HOURS
UNIT 5	120 HOURS	240 HOURS	320 HOURS	440 HOURS
UNIT 6	240 HOURS	240 HOURS	320 HOURS	440 HOURS
UNIT 7	120 HOURS	240 HOURS	320 HOURS	440 HOURS
UNIT 8	200 HOURS***	480 HOURS	320 HOURS	440 HOURS
UNIT 9	120 HOURS	240 HOURS	320 HOURS	440 HOURS
UNIT 10	240 HOURS	240 HOURS	272 HOURS	384 HOURS
UNIT 11	N/A	N/A	80 HOURS	80 HOURS
E99	120 HOURS	240 HOURS	272 HOURS	384 HOURS
C99	120 HOURS	240 HOURS	384 HOURS	440 HOURS

1



Obtain approval from their **HEERA Manager** and **Divisional Vice President**.

2



Submit the **Vacation Carryover Request Form** to Payroll Services by **January 31, 2027**.

3



Use approved carryover hours by **March 31** or **June 30**, depending on the applicable bargaining unit or employee group.



AUGUST PAY PERIOD TIMESHEET REMINDER

August Pay Period (July 31 – August 31)



IMPORTANT: The August pay period includes **32 calendar days** (7/31–8/31), but the CHRS Timesheet displays only 31 days.



WHAT EMPLOYEES NEED TO KNOW

- ✓ August 31 will not be available for time entry until 8/31.
- ✓ Employees who need to report hours on 8/31 should enter their time on August 31.
- ✓ To see the August 31 date field in the timesheet, click Next Period (▶) or type 08/31/2026 in the date field.

Message

This period has 32 days. Please click Next Period if you need to enter time on the 32nd day. (25090, 18)

OK



IF AN EMPLOYEE CANNOT ENTER TIME ON 8/31

- ✓ If the employee is unable to enter their hours on the same day, the timekeeper can do so on their behalf during the 5-day grace period (through September 5).



5-DAY GRACE PERIOD
Through **September 5**



CHRS TIMESHEET VIEW

31 August - 30 September 2026



08/31/2026



CSU State Calendar

Scheduled 184.00

Reported 0 Hours

[View Legend](#)

Reported time on or after 08/31/2026 is for a future period.

< Week 1 of 5 >

Scheduled 0.00 | Reported 0.00 Hours

*Time Reporting
Code / Time Details

31-Monday

1-Tuesday

2-Wednesday

3-Thursday

4-Friday

5-Saturday

6-Sunday

Reported 0

Reported 0

Reported 0

Reported 0

Reported 0

Reported 0

Reported 0

Select



REMINDER: Although August 31 appears differently in the timesheet template, it belongs to the August pay period, and payable time reported for that date will be paid as part of the August payroll.





TEMPORARY PROXY APPROVERS FOR TIME & ABSENCE

Need a Temporary Proxy Approver?



To establish a proxy approver for Time and Absence Management:

1



Submit a ServiceNow ticket.

2

Select only the following role:



Temporary Proxy Access (For Time and Absence Approvals)



Important: Selecting additional roles in the same request may delay processing because it creates confusion during proxy setup.



ServiceNow Request: cpp.service-now.com/ehelp — eHelp Catalog



CHRS Knowledge Base: [Accept or Reject Absence Approval Delegation](#)



TIP



Requesting only this specific role helps prevent delays and ensures your proxy has the right access for approvals.





SERVICE NOW REQUEST SCREENSHOTS

Proxy Approver Setup



Look for the highlighted selections and fields to complete your request.

1 If you are a HEERA Manager Delegate

* I'm a ...

- ☐ HEERA Manager ☒ HEERA Manager Delegate

* Employee

PROXY NAME

* HEERA Manager

DELEGATOR

User Info

☐ Please check if this request is for an Intern Student/Student Assistant

* Requested Access:

- ☐ Grant Access - For new employees
☒ Update Access - For existing employees
☐ Delete Access

- ✓ Select HEERA Manager Delegate, enter the employee (proxy) name and delegator (manager), and choose Update Access.

2 If you are the HEERA Manager

* I'm a ...

- ☒ HEERA Manager ☐ HEERA Manager Delegate

* Employee

PROXY NAME

User Info

☐ Please check if this request is for an Intern Student/Student Assistant

* Requested Access:

- ☐ Grant Access - For new employees
☒ Update Access - For existing employees
☐ Delete Access

- ✓ Select HEERA Manager, enter the employee (proxy) name, and choose Update Access.

3 Complete the rest of the form (regardless of who submits the request)

* Access Effective Date:

08-04-2026

* User Type:

- ☒ Manager/Department Users
☐ Human Resource/Central Office Users

Roles:

- ☐ TAE Originator
☐ TAE Originator/Approver
☐ TAE Approver (Dept Chair, Dean, Director)
☐ Timesheet Timekeeper
☐ Timesheet (Payable Time) Approver
☐ Absence Approver
☐ Absence Timekeeper

☒ Temporary Proxy Access (For Time and Absence Approvals)

Notice: You cannot submit this request if you are the individual meant to act as someone else.

* Access End Date:

MM-DD-YYYY

☐ Other

* Department Access: List all 5-digit HR DeptIDs that the employee needs access to view/update data. If not applicable, type "None".

☐ I certify that this access is appropriate for this individual's duties and responsibilities.

- ✓ Complete all remaining required fields. Be sure to select Temporary Proxy Access (For Time and Absence Approvals) for the role.



Remember: Only request the Temporary Proxy Access (For Time and Absence Approvals) role to avoid delays.



Benefits Services





What is Open Enrollment

An annual opportunity each year to review current benefit plan selections to ensure they continue to meet your personal and family needs. During this time, you can:

- Enroll in a plan
- Change a benefit plan
- Add or Remove dependents
- Cancel a benefit plan
- Enroll/Re-Enroll in a Health Care and/or Dependent Care Reimbursement Account
- Cancel or Enroll in Voluntary Benefit Plans
 - *If you are enrolling or canceling voluntary benefit plans, those changes will be made directly with the vendors, not in your Employee Self-Service in CHRS.*

Where to Make an Open Enrollment Change

This year Open Enrollment marks an exciting milestone as employees will complete their benefit elections for the first time through **Employee Self-Service in CHRS**.

Stay updated by visiting [CSU Open Enrollment](#).





Upcoming Sessions

Open Enrollment Member Webinar

Hosted by CalPERS

A free online presentation for CalPERS members that explains what you need to know before the annual Open Enrollment period. It's especially helpful if you're thinking about changing your health plan or want to understand what's changing for the upcoming year

Where: [YouTube Live](#)

When: Wednesday, September 9 at 10:00am

Information will be shared in the coming weeks on [Open Enrollment for Active Members](#).

Virtual Benefits Fair

Hosted by CSU, Chancellor's Office

Designed to give you the opportunity to connect directly with health plans, CSU vendors, and CPP's Benefits Office to ask any Open Enrollment–related questions.

Where: Zoom (link will be shared once available)

When: Thursday, October 1 at 11:00am to 2pm

Information will be shared in the coming weeks on The Employee Express

Open Enrollment Workshops

Hosted by Benefits Team

Offered to provide employees with information about the upcoming Open Enrollment period, including available benefit changes, important updates, and the enrollment process.

Workshop dates and times are currently being finalized. Once confirmed, the schedule and registration details will be shared.



CSU Fee Waiver Program – Fall 2026



The CSU Fee Waiver Program provides eligible employees and their eligible dependents, the opportunity to take classes at CSU campuses with reduced or waived tuition and mandatory fees. The program is designed to support both professional development and educational advancement.

Who Can Use the Benefit?

- **Employees** may use the fee waiver for:
 - Work-Related to enhance skills needed for their current position.
 - Career Development to pursue a CSU degree or educational goal aligned with future career aspirations.
- **Eligible Dependents** (spouse, registered domestic partner, or eligible dependent child)

Helpful Reminders

- A fee waiver application is required each semester you or your dependent is enrolled in courses.
- The fee waiver applies **only to state-funded (regular academic session) courses**. It does not cover courses offered through Extended University, Open University, or Foundation Programs.
- Ensure you submit your Fee Waiver Application for Fall 2026 as soon as possible to hws-fw@csp.edu for review by Benefits Office.
- Employees are responsible for paying any remaining fees or balances by the university payment deadline to avoid being dropped from classes.

For additional information on eligibility requirements, tax implications, or resources, visit [Education Benefits](#).



Support Your Family's Educational Goals

The **ScholarShare 529** College Savings Plan is a tax-advantaged way to save for future education expenses, helping you prepare for costs from kindergarten through college and beyond.

- Minimum of \$25 to open a ScholarShare Account
- Contribute as little as \$15 per pay period
- Funds can be used for tuition, books, fees, room and board, certain apprenticeship programs, and other qualified education expenses.

Whether you're continuing your own education through the CSU Fee Waiver Program or saving for your child's future with ScholarShare 529, these benefits are designed to support education at every stage of life.



Learn more about how to get started by visiting, [ScholarShare 529](#)

Talent Acquisition:

Good People Know Good People

Be the Voice. Help Build the Brand.
Make an Impact.



Cal Poly
Pomona



Why Employee Advocacy Matters

Every employee is a brand ambassador.



Authentic voices
build trust and
showcase our culture.



Stronger brand
visibility enhances our
reputation.



Attract top talent
who align with our
values and culture.



Big impact together
small actions from many
employees create
a big impact.

APPLICANTS LOOK BEFORE THEY APPLY

Before anyone submits an application, they visit our website, social media pages, and reviews. What they find shapes whether they apply at all.

1

They research us

Candidates scroll our pages the way they'd read reviews before a purchase.



2

They look for real people

Real faces and stories get read



3

They picture themselves here

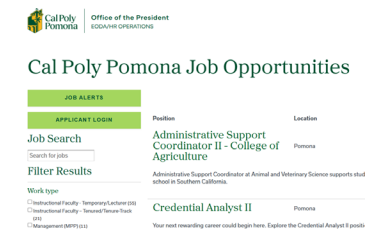
Team wins and milestones matter.



4

Then they apply

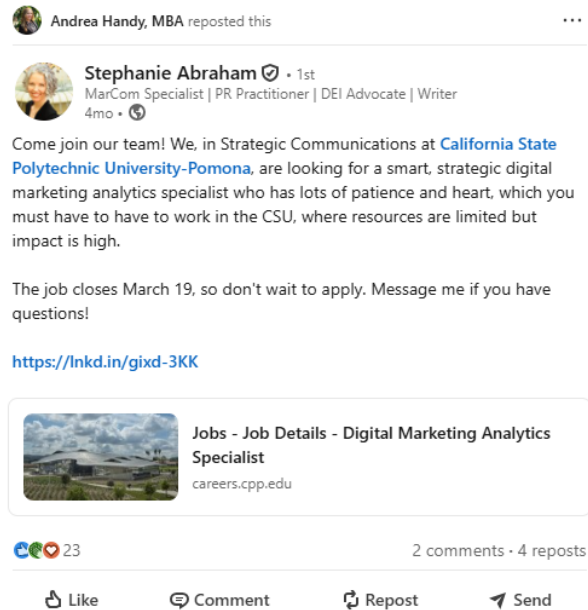
Great research outcomes inspires applications





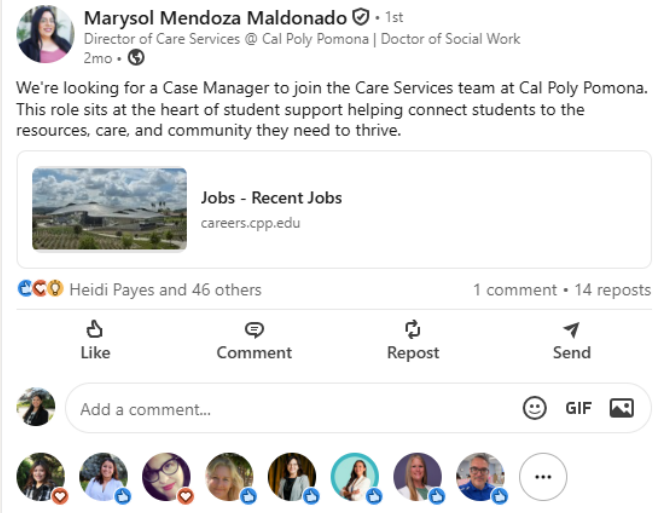
Good People Know Good People

When employees reshare job opportunities on LinkedIn, they help us reach talented professionals who trust recommendations from people they know.



1. Share

Employee shares a CPP job opportunity on LinkedIn.



2. Like/Comment

The opportunity reaches colleagues, alumni, and professional networks.



3. Repost

Qualified candidates discover CPP and apply.

Your next share, like, comment, or repost could help us find our next great colleague.



WHAT'S WORTH SHARING?



Team wins

A project, an event pulled off, a team lunch, an award your department earned.



Personal milestones

Promotions, certifications earned, degrees completed, service anniversaries, a first big presentation.



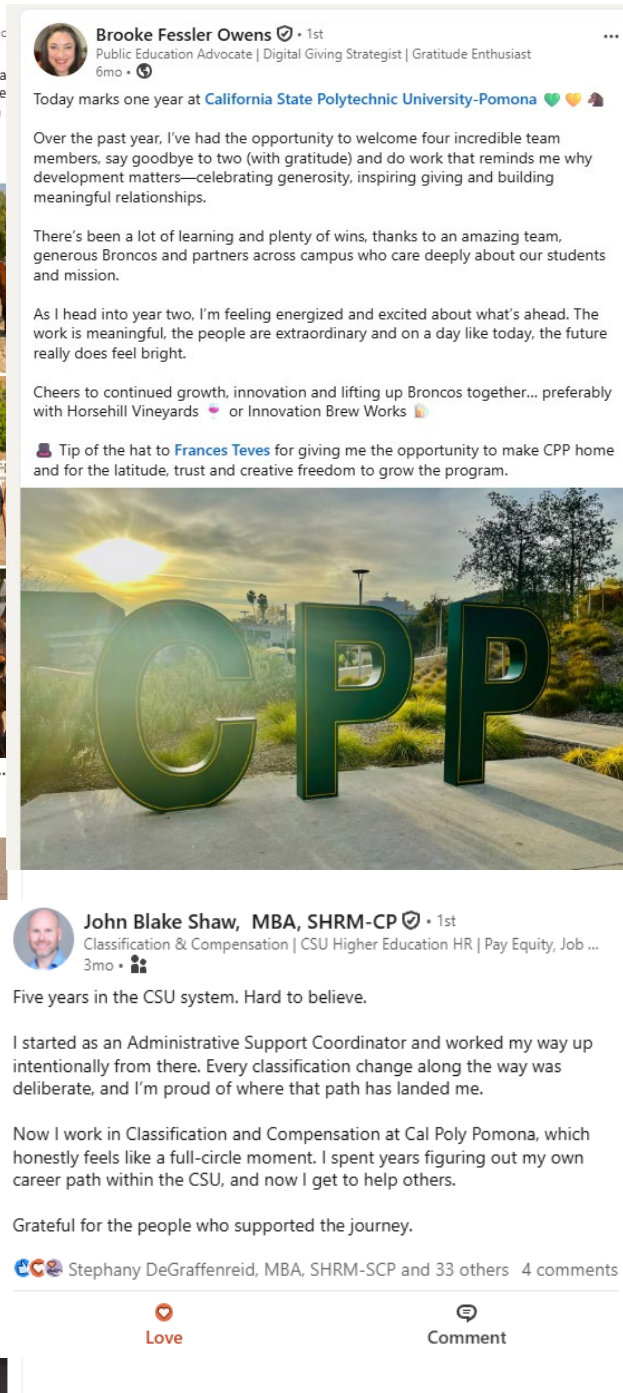
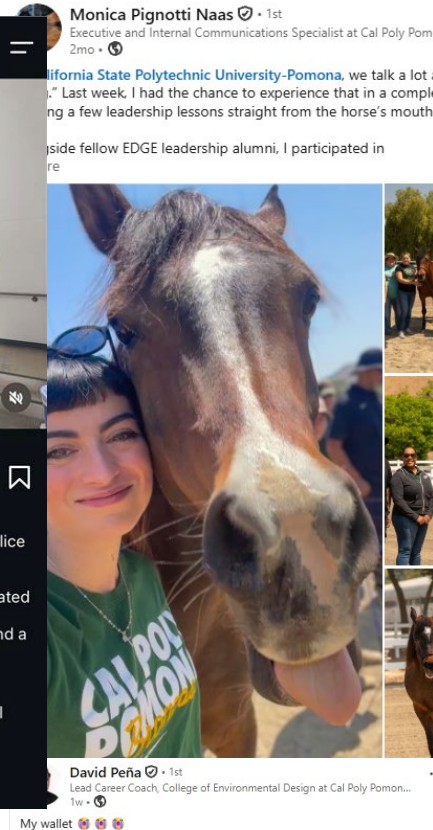
Everyday moments

Favorite parts of campus, volunteering, campus traditions, behind-the-scenes looks at what you do.



Your Why

What you love about your role, your team, or your growth here — in your own words.





Your story

could be the reason someone great applies.

1

Post Your Win— team or personal

Share your story or photo on your own social account.

2

Tag Us or Add Us as a Collaborator!

Use #WorkingAtCPP or tag our official pages so we don't miss your post. Or take it a step further and invite us as a collaborator.

3

Become the face of CPP

We will reshare your post on our official channels, where future applicants are already looking.



@cpp_humanresources



Cal Poly Pomona: EODA/HR Operations



Classification and Compensation





APC Unit 4 Employees Only: Long Term Service Bonuses (LTS) and Educational Achievement Stipends (EAS) Reminder

Status Updates:

- We are working on finalizing recipients for both LTS & EAS and will be sending out letters by end of August.
- The letters distributed will outline details regarding processing and expected payout.
- If you have any questions, please reach out to compclass@cpp.edu.



Need to Request a Service Contract?

1. Submit the HR Compliance Review Smartsheet Form.
2. Once approved, you will receive a confirmation email from Smartsheet.
3. Attach copy of confirmation email with your purchase request in CSU Buy/P2P

Reminder: Comp Class only reviews HR compliance in P2P.

For all other P2P or service contract questions, please reach out to Procurement.



HR Operations & Information Systems





CPP Learning

- The following courses will be updated on Friday, August 14:
 - Gender Equity and Title IX
 - CSU's Discrimination, Harassment and Retaliation Prevention Program for Supervisors
 - CSU's Discrimination, Harassment and Retaliation Prevention Program for Non-Supervisors
 - Workplace Violence Prevention Plan
 - Data Security: Physical Security and Unintended Disclosures (Module 2)
 - Freedom of Expression
- If you are currently In Progress on any of these courses, please complete your training before Friday, August 14

Any courses that are still in progress will be reset, and your progress will be lost

You will need to restart the course from the beginning after the update





Smartsheet Form Security Updates

- Enhanced security is coming to all CPP Smartsheet forms at the direction of the Chief Information Security Officer (CISO)
- All campus departments using Smartsheet forms will have the same new authentication experience
- **Before accessing a form, you will:**
 - Enter your **CPP work email address**
 - Select **"Login with Company Account"**
 - Choose **Cal Poly Pomona** from the campus selector
 - Authenticate using **DUO**
 - Complete a **CAPTCHA** verification (if prompted)
- Once authentication is complete, you can access and submit the form as usual





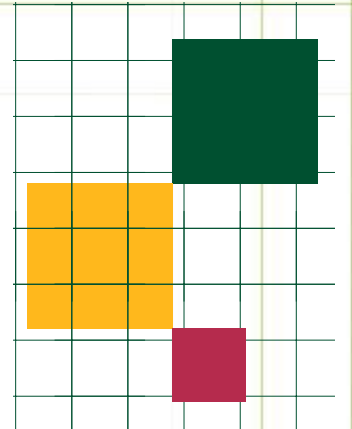
Employee Affinity Groups

- Employee-led communities that foster belonging, connection, and collaboration across campus
- Open to all employees - membership is voluntary and inclusive, regardless of identity or background
- Create opportunities for networking, mentorship, professional development, and shared experiences
- Current affinity groups include:
 - Access & Disability Alliance
 - Asian Pacific Faculty Staff Student Association
 - Black Faculty Staff Association
 - Unidos: Latino Faculty Staff & Student Association
 - Staff Council
 - Wellness (COMING SOON)



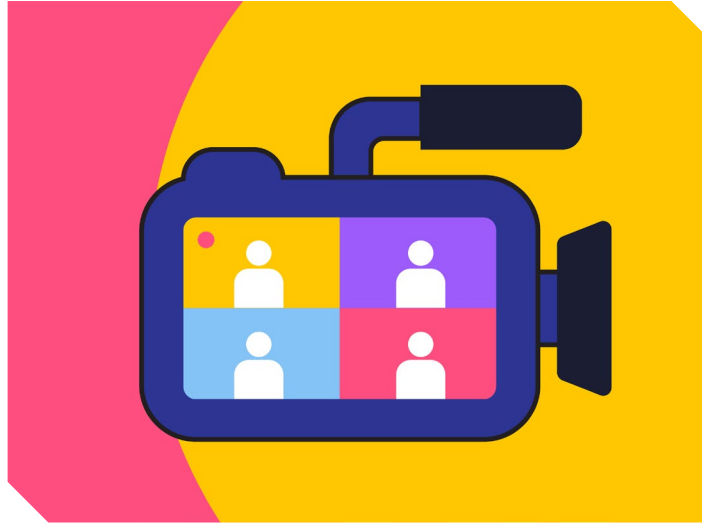


Wrap-Up and Resources





Your Feedback Matters



This recorded session and the PowerPoint slides will be available on our website under [HR News & Updates](#)



Please take a moment to complete this short [News You Can Use Survey](#)



Contact Us

- **Website:** <https://www.cpp.edu/eoda-hr/index.shtml>
- **Email:** eoda@cpp.edu
- **Phone:** 909-869-3733
- **In-Person:** SSB 121, 2nd Floor





Q&A

