

News You Can Use

CPP Employee Webinar

Hosted by EODA/HR Operations

5/14/2026



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



Common Human Resources System (CHRS)



CHRS Go-Live Update

- CHRS successfully went live on March 25, 2026
- We have now completed two full pay periods in the new system
- Thank you all for your flexibility and patience during this transition





Office Hours Recap

- Hosted 14 office hours sessions with 67 attendees
- Office hours have now concluded
- Thank you to everyone who attended and engaged with thoughtful questions
- Special appreciation to our Subject Matter Experts:
 - Lindsay Roussopoulos
 - Joanne Castillo
 - Fernando Leal
 - Yesenia Mota





How many CHRS Inquiries
have we received as of
yesterday?



CHRS Inquiries & Support

- Received 280 inquiries since the form went live
- Huge thank you to Fernando Leal and Yesenia Mota for managing and responding to all inquiries - truly the team behind the form
- Important:
 - [CHRS Inquiry Form](#) will close on June 12
 - Moving forward, please direct questions to:
 - Payroll → [Payroll Inquiry Form](#)
 - Benefits → benefits@cpp.edu





Common Questions

- **Payroll & Timekeeping Questions**
 - Questions related to paychecks, timesheets, hours worked, direct deposit, overtime, and payroll processing
 - This was by far the most common category of inquiries
- **System Access & Approvals**
 - Requests for CHRS access, role/permission updates, approver changes, and navigation assistance
 - Many users needed support with security roles or manager/approver workflows
- **Reporting & Data Requests**
 - Questions about downloading data, running reports, exporting information to Excel, and locating employee records or schedules





We Want Your Feedback

- We'd love to hear how you're feeling about the transition to CHRS
- Your feedback helps us:
 - Understand what's working well
 - Identify where additional support is needed
- Please complete the [CHRS Adoption Survey](#) by tomorrow May 15





Ongoing Support Resources

- Visit the [CHRS website](#) for continued support
- Access the [CHRS Knowledge Base](#) (Library of Job Aids) for step-by-step guidance and resources





Strategic Learning and Organizational Effectiveness Initiatives

One Team Award Nomination Period

- Nomination period now through Friday, June 12th!
- Recognizing cross-departmental collaboration
- Winners announced during Fall Convocation
- Please share with your friends and colleagues!





CONGRATULATIONS

2026 EDGE Participants

Congratulations

Andrew M. Naranjo

Helen Lara

Michael Perez

Ariana Estrada

Jeanne Marie Reynaga

Patricia Pavon

Arthur (Haichao) Wang

Juan Iturbe

Rebecca Rivas

Candice Valentine

Kady Sebastian

Ryan Rush

David Segal

Marilu Salcedo

Valerie Valenzuela

Elizabeth Gonzalez Murillo

Megan Rose Vodola

Yesica Villalobos

Erick Zelaya

Michael Landers

Zaria Towery

Staff Appreciation Week

May 18th - 22nd

- **Workshops**
5/18 - 5/22
- **Luncheon** (*Register via Eventbrite*)
5/20 (11:30am – 1pm)
- **Staff Basketball Game**
5/21 (11:30am)
Kellogg Arena
- **Ice Cream Social** (*Register via Eventbrite*)
5/22 (11am – 1pm)
Building 4, 1-314

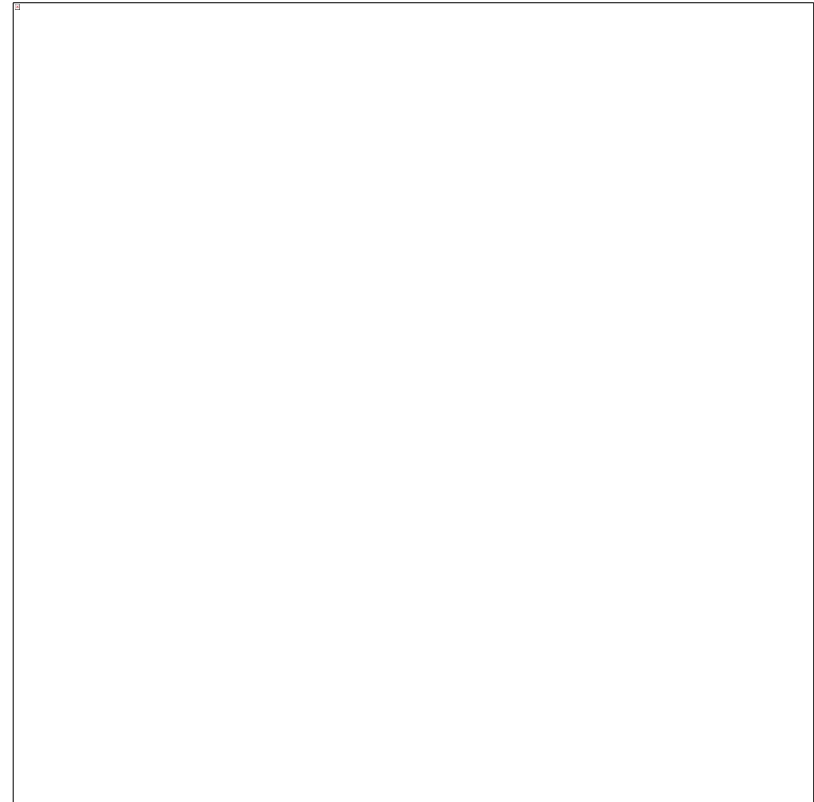




Adobe Education Institute: Faculty & Staff Training

June 8 - 11

- Registration is open for the Adobe Education Institute This virtual training series is open to all faculty and staff
- Explore practical ways to enhance teaching, streamline workflows, and build skills using Adobe Acrobat and Express





Upcoming Learning Opportunities

Walk and Talk Student Health Services

May 14th
12pm – 1pm



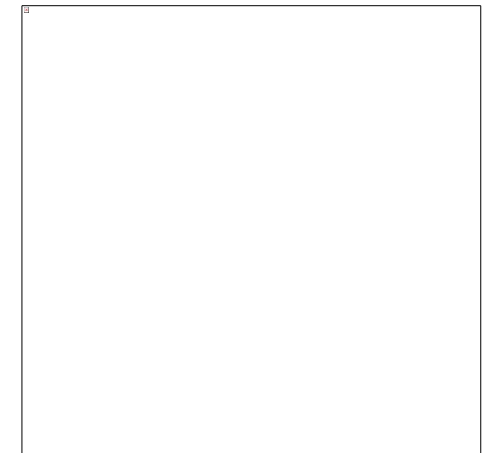
Impact of Learning Styles in the Workplace

May 28th
11am – 12pm

LifeMatters[®]
Good for People. Great for Life.

7 Habits of Highly Effective People

June 3rd
1pm – 5pm

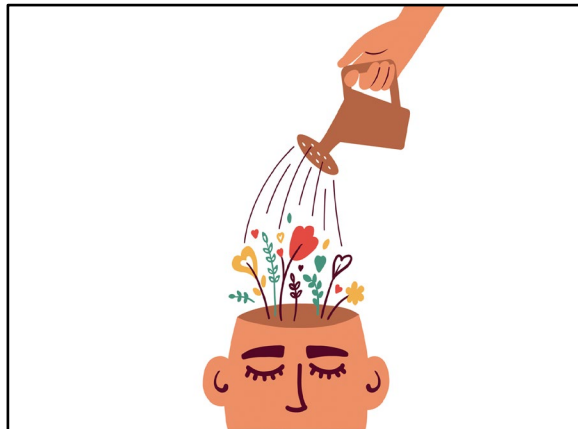




Upcoming Learning Opportunities cont

Self Coaching 101

June 9th
1:30pm – 3pm



Emergenetics

June 18th
1pm – 3pm



Dealing with Triggers by Empathia

June 22nd
10am – 11am





Curating Curiosity Launched

**Grounded in the Principles of
Community**

Badge Pathway

4+ sessions + reflection

Key Dates

March–August

- Reflection due Sept. 15
- October Closing Gathering



Curating Curiosity

— Explore • Learn • Thrive —

Course Offerings

MARCH

1. MONICA GUZMAN FIRESIDE CHAT
2. CURIOSITY WORKSHOP

APRIL

1. THE BRAIN AND CHANGE
2. EMOTIONAL INTELLIGENCE LABS
3. KEY CONVERSATIONS

MAY

1. A BEGINNERS GUIDE TO PSYCHOLOGICAL SAFETY
2. EMOTIONAL INTELLIGENCE LABS
3. IMPACT OF LEARNING STYLES IN THE WORKPLACE

JUNE

1. SELF-COACHING 101
2. EMERGENETICS
3. DEALING WITH TRIGGERS

JULY

1. UNCONSCIOUS BIAS
2. RESPECT IN A DIVERSE WORKPLACE

AUGUST

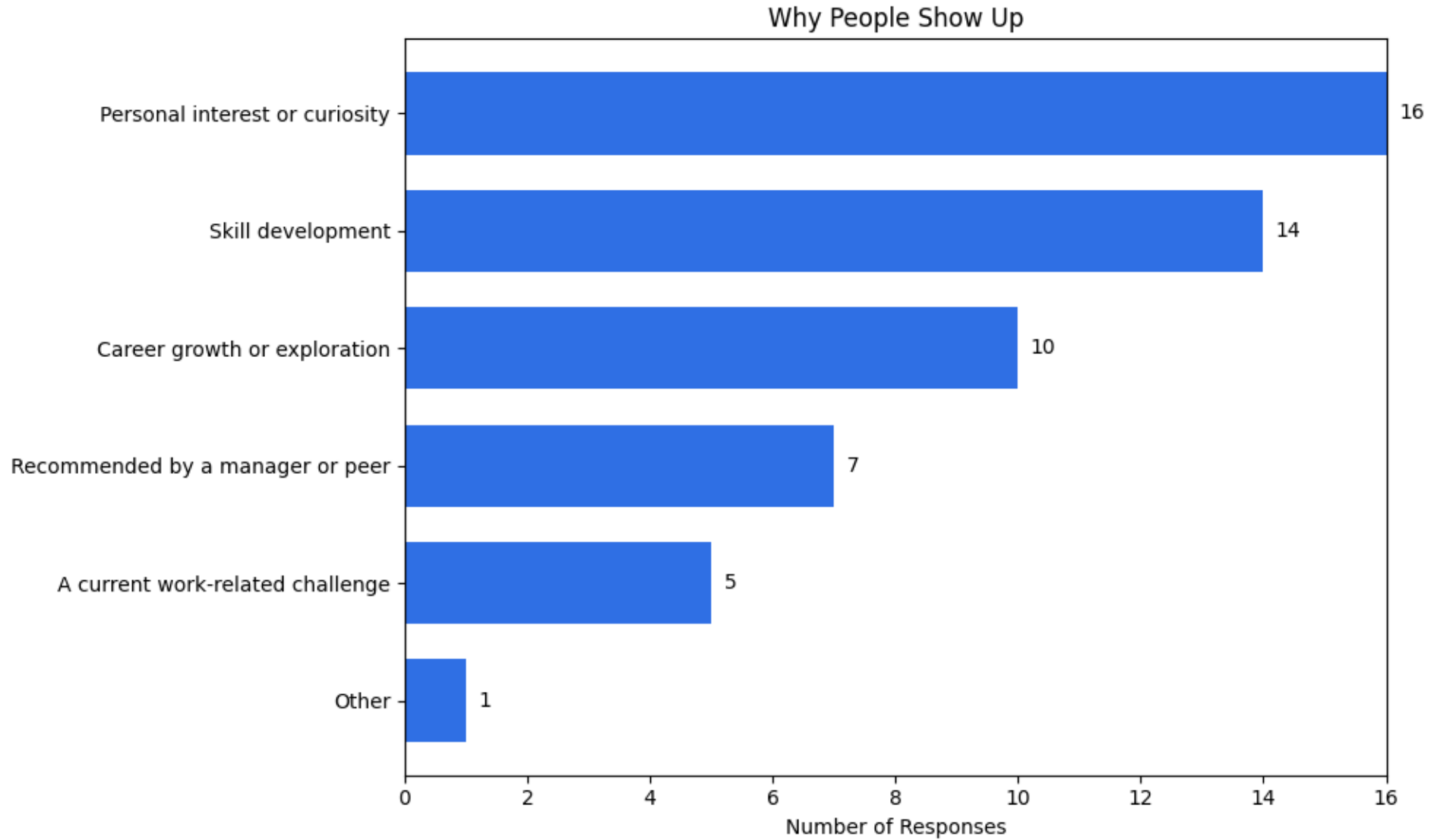
1. LEADING BEYOND YOURSELF: COACHING FOR IMPACT
2. LEADING WITH AUTHENTICITY

SEPTEMBER

[Curating Curiosity.pdf](#)



Why People Show Up

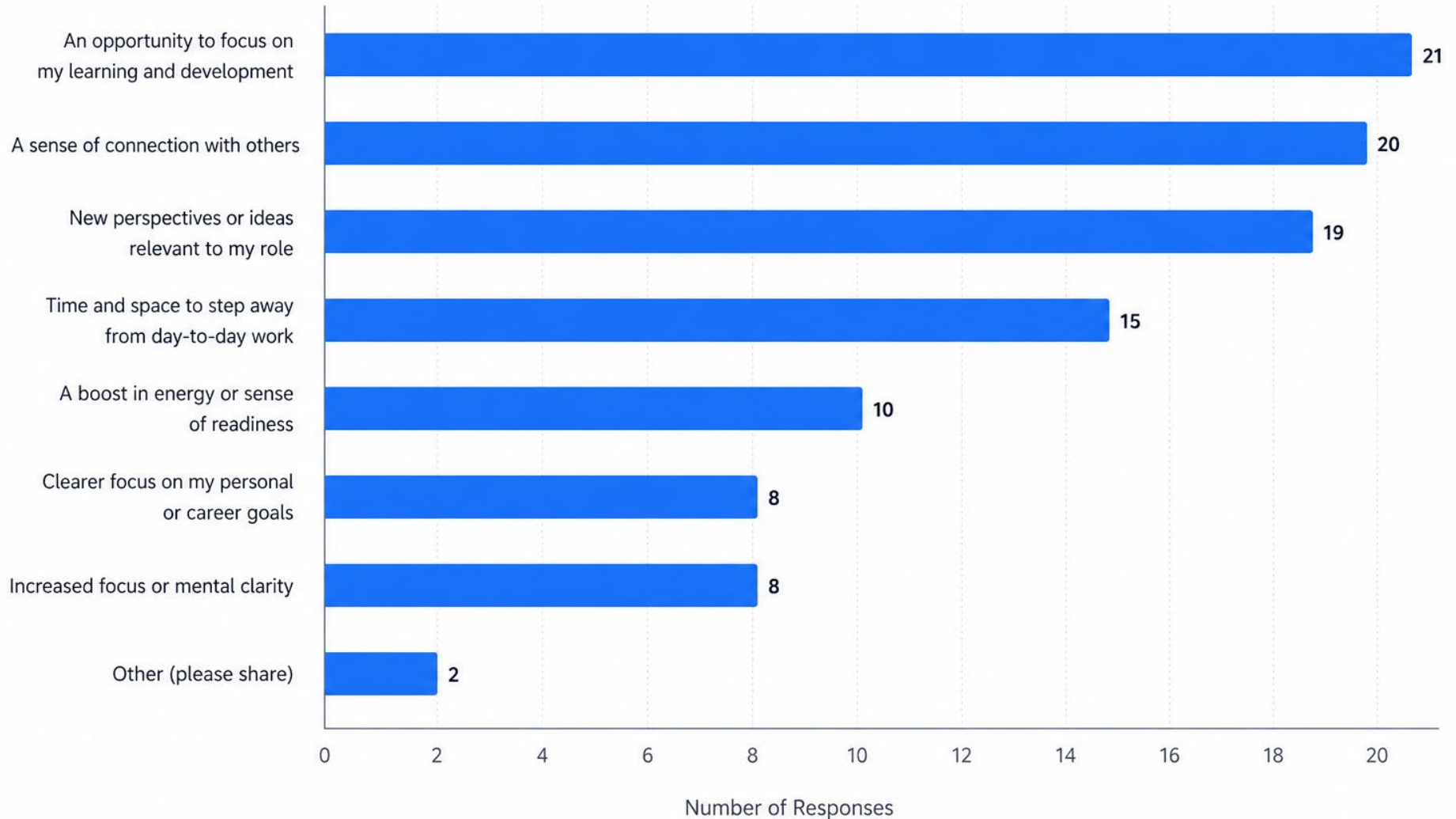




The Impact

9. Which, if any, of the following did you experience as a result of attending this session?

27 responses



Opt-In





Payroll Services



Why the Change?



MODERNIZING

- REPLACE
PRINT AND
EQUIPMENT

EFFICIENCY

REDUCING PRINTING
COMPLEXITY AND
OPERATIONAL COSTS

FUN FACT

SCO IS CONVERTING OVER **300** DIFFERENT PRINT PROGRAMS INTO STANDARDIZED FORMATS

Student Employment Reminders:



ONBOARDING STUDENTS



- How to properly report hours in CHRS
- Payroll Deadlines & Submissions
- First paycheck pick up process

SEPARATIONS



- Submit [End of Employment Tickets- ServiceNow](#)
- Mentor student employees to provide at least two weeks' notice prior to their final day of work

Summer Employment Dates

Worked in the Spring: June 1st
Did not work in the Spring/New Hires: May 18th

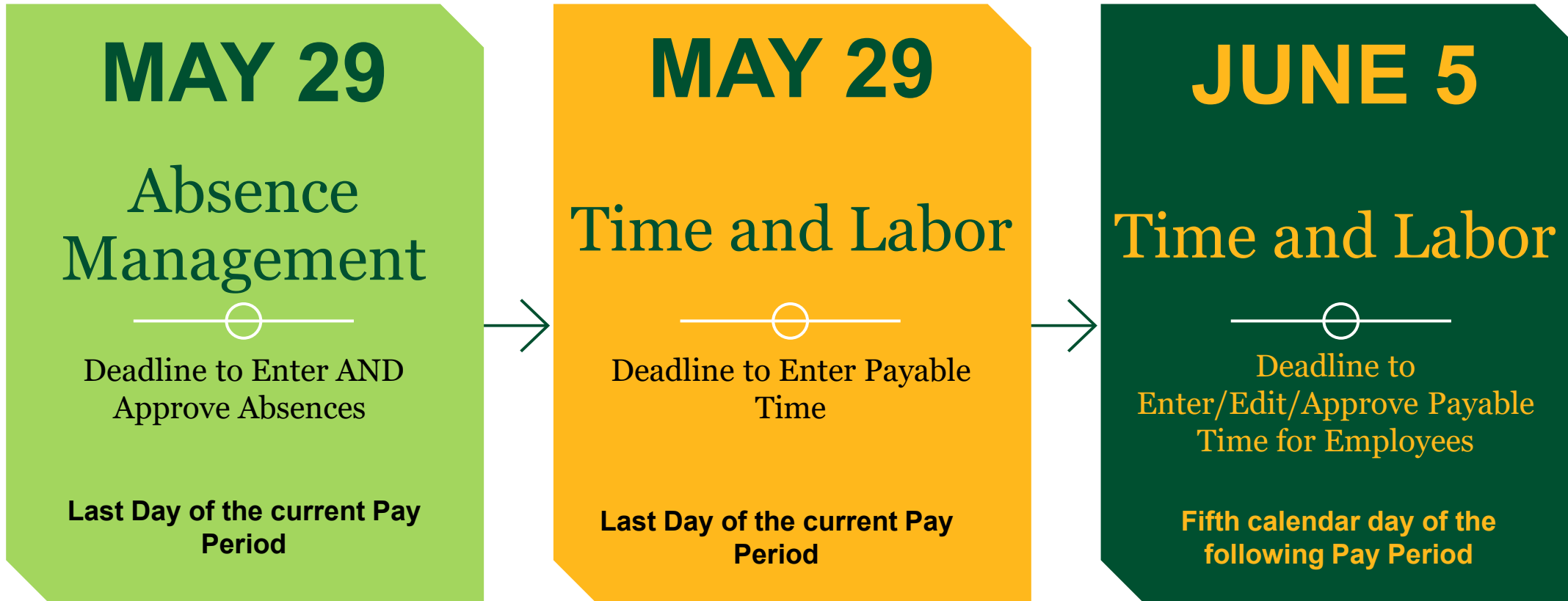
End Date: 08/31/2026 (ALL)

Upcoming Fall Workshops

COMING THIS JULY....

ALL ARE WELCOME!

Upcoming CHRS Deadlines:





Benefits Services

Introducing Employee Benefits Self-Service (eBenefits)

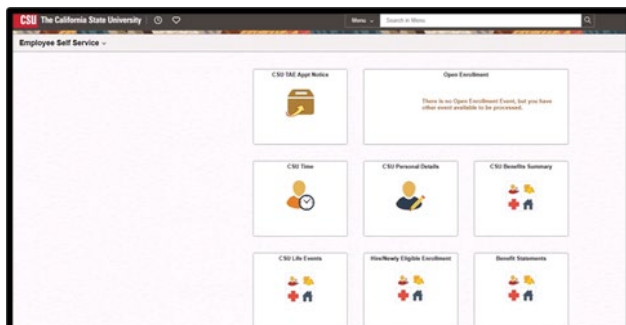


What is eBenefits?

A new tool within CHRS providing a centralized, streamlined way for employees to manage their benefits in one place.

Consider it your one-stop shop for core benefits:

- Medical, Dental, and Vision
- Flex Cash
- Health Care and Dependent Care Reimbursement Accounts (HCRA/DCRA)



When Can You Use It?

- **New Hire Enrollment** – Eligible employees have 60 days from their appointment date to enroll
- **Qualifying Life Events** – Changes such as marriage, birth/adoption, or loss/gain of coverage allows updates outside of Open Enrollment (within 60 days)
- **Open Enrollment** – The annual period when all eligible employees can review, update, or make changes to their benefits for the upcoming plan year without a qualifying life event

Introducing eBenefits



How to Access eBenefits?

- Log in to [CHRS](#)
- Select Cal Poly Pomona as your campus
- Sign in using your CPP credentials
- Navigate to **Employee Self-Service**
- Select the “**CSU Benefits Summary**” to view your current benefits



Knowledge Base & Job Aids

To support you in using this new system, several Knowledge Base job aids are available, including:

- [New Hire Benefits Enrollment](#)
- [Viewing Your Benefits Summary](#)
- [Completing a Life Event](#)
- [ALL Benefits Self- Service Knowledge Base Job Aids](#)



Talent Acquisition



From Application to Interview: How to Stand Out at CPP



The Hook

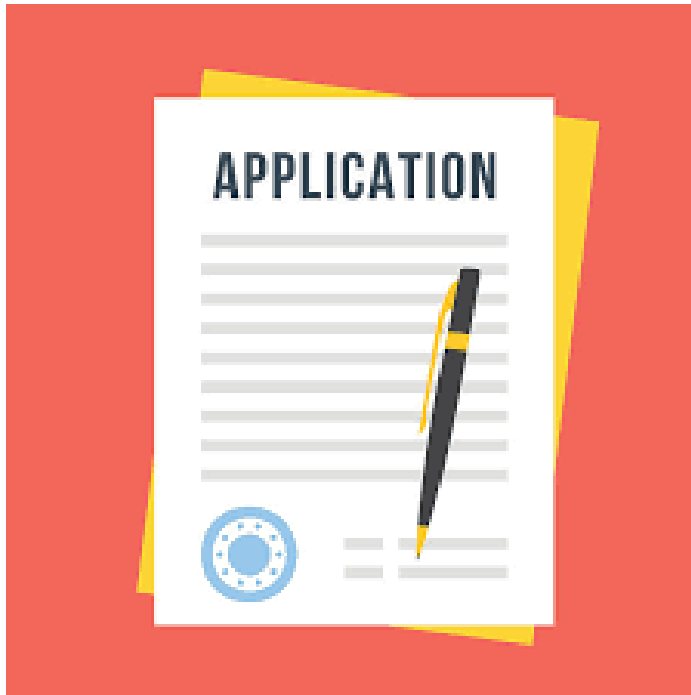
- Talent Acquisition reviews all resumes for minimum qualifications
- Hiring managers are comparing you against a stack of qualified candidates — your resume needs to do the talking before you ever get in the room
- Your resume is your first impression. The goal is to get passed the resume portion and to have the opportunity to discuss your qualifications in more detail
- What do you think they look at first?



What Recruiters/Managers Look For

- Your current role and growth progression
- Projects and contributions within the organization
- Transferable skills that match the new role
- Clear, easy to scan accomplishments
- Keywords that align with their jobs

- Your internal experience and CPP knowledge is your biggest advantage – make it visible!



Spot the Difference: What Makes a Resume Stand Out

Billy Bronco

3801 West Temple Avenue, Pomona, California 91768
Phone: (123) 456-7890 | Email: billybronco@cpp.edu
References Available Upon Request

WORK EXPERIENCE

Senior Marketing Coordinator | ABC Solutions, Pomona, CA | March 2018 – Present

In this role I am responsible for a wide variety of marketing tasks and duties on a daily basis. I work closely with the marketing team to help develop and implement various marketing strategies and campaigns that are designed to promote the company's products and services. I assist the marketing manager with the planning and execution of marketing initiatives and I also help with the coordination of events and trade shows. I use Microsoft Office on a regular basis to create presentations and documents. I also help manage the company's social media accounts by posting content and responding to comments from time to time. Additionally, I am involved in email marketing efforts and I sometimes help write content for the company website and blog. I work with vendors and outside agencies to make sure that projects are completed on time. I attend weekly team meetings and I collaborate with my coworkers on various projects throughout the year.

Marketing Assistant | XYZ Corp, Pomona, CA | June 2015 – February 2018

During my time at XYZ Corp I helped with a lot of different marketing campaigns and assisted the team with various tasks and projects on a regular basis. I was involved in doing data entry and updating spreadsheets and I also used Microsoft Word, Excel, and PowerPoint throughout the day for different things. I attended meetings and took notes and communicated with customers via email and phone when needed. I also helped organize company events and supported other members of the team whenever they needed assistance with something. My responsibilities changed from time to time depending on what the team needed and I was always willing to pitch in and help out wherever I was needed most.

Sales Associate | LMNOP, Pomona, CA | January 2015 – April 2015

At LMNOP I was responsible for helping customers find the products they were looking for and making sure that they had a good experience while shopping in the store. I worked the cash register and processed transactions for customers throughout my shifts. I also stocked shelves and kept the store organized and clean so that everything looked nice for customers coming in. I was responsible for opening and closing the store on days when I was the first or last one there and I made sure everything was done correctly before leaving.

SKILLS AND ABILITIES

- Hard worker
- Team player
- Good communication skills
- Microsoft Office (Word, Excel, PowerPoint)
- Detail-oriented
- Fast learner
- Works well under pressure
- Problem solver
- Time management
- Dependable and reliable
- People person
- Self-motivated
- Leadership
- Critical thinking
- Customer service
- Social media (Facebook, Instagram, Twitter)
- Google Docs
- Multitasker

EDUCATION

Bachelors Degree in Business Administration

Cal Poly Pomona | Graduated 2014
GPA: 3.2

Billy Bronco

(123) 456-7890 · billybronco@cpp.edu · linkedin.com/in/billybronco · Pomona, CA

PROFESSIONAL SUMMARY

Results-driven Marketing Coordinator with 9+ years of experience designing and executing multi-channel campaigns that grow brand awareness and drive measurable revenue. Proven track record of increasing digital engagement, reducing campaign costs, and leading cross-functional initiatives from concept to completion. Skilled in marketing automation, data analytics, and vendor management.

WORK EXPERIENCE

Senior Marketing Coordinator | ABC Solutions – Pomona, CA Mar 2018 – Present

- Spearheaded a multi-channel digital marketing strategy that increased website traffic by **43%** and generated **\$280K in new pipeline revenue** within the first year of implementation.
- Grew company social media following from **4,200 to 18,500 followers** across LinkedIn and Instagram by developing a consistent content calendar and targeted ad campaigns, resulting in a **34% increase in inbound leads**.
- Managed **\$150K annual marketing budget**, negotiating vendor contracts that reduced agency spend by **22% (\$33K savings)** while maintaining campaign quality and output.
- Coordinated **12 regional trade shows and corporate events per year**, achieving an average attendee satisfaction score of **4.7 / 5.0** and a 28% increase in post-event qualified leads.
- Launched a monthly email newsletter reaching **6,000+ subscribers** with an average open rate of **31%** – 12 points above the industry benchmark.

Marketing Assistant | XYZ Corp – Pomona, CA Jun 2015 – Feb 2018

- Supported execution of **20+ marketing campaigns annually**, contributing to a **17% year-over-year increase in brand awareness** as measured by quarterly surveys.
- Built and maintained marketing performance dashboards in Excel, reducing weekly reporting time by **6 hours per week** and enabling faster data-driven decisions for the team.
- Coordinated logistics for **8 company events** per year, managing vendor relationships and timelines that kept all events **on budget and on schedule**.
- Responded to **50+ customer inquiries per week** via email and phone, maintaining a **96% customer satisfaction rating** over a 12-month period.

Sales Associate | LMNOP – Pomona, CA Jan 2015 – Apr 2015

- Consistently ranked in the **top 10% of store associates** for customer satisfaction scores during tenure.
- Processed an average of **120+ transactions per shift** with zero cash handling discrepancies over a 4-month period.

CORE COMPETENCIES

Marketing Strategy & Campaign Management	HubSpot · Salesforce · Google Analytics
Email Marketing & Marketing Automation	Mailchimp · Constant Contact · Hootsuite
Budget Management & Vendor Negotiation	Microsoft Office Suite · Google Workspace
Event Planning & Trade Show Coordination	SEO/SEM · A/B Testing · Data Reporting

EDUCATION

Bachelor of Science in Business Administration

California Polytechnic State University, Pomona

2014

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

- HubSpot Content Marketing Certification — 2023
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Resume A

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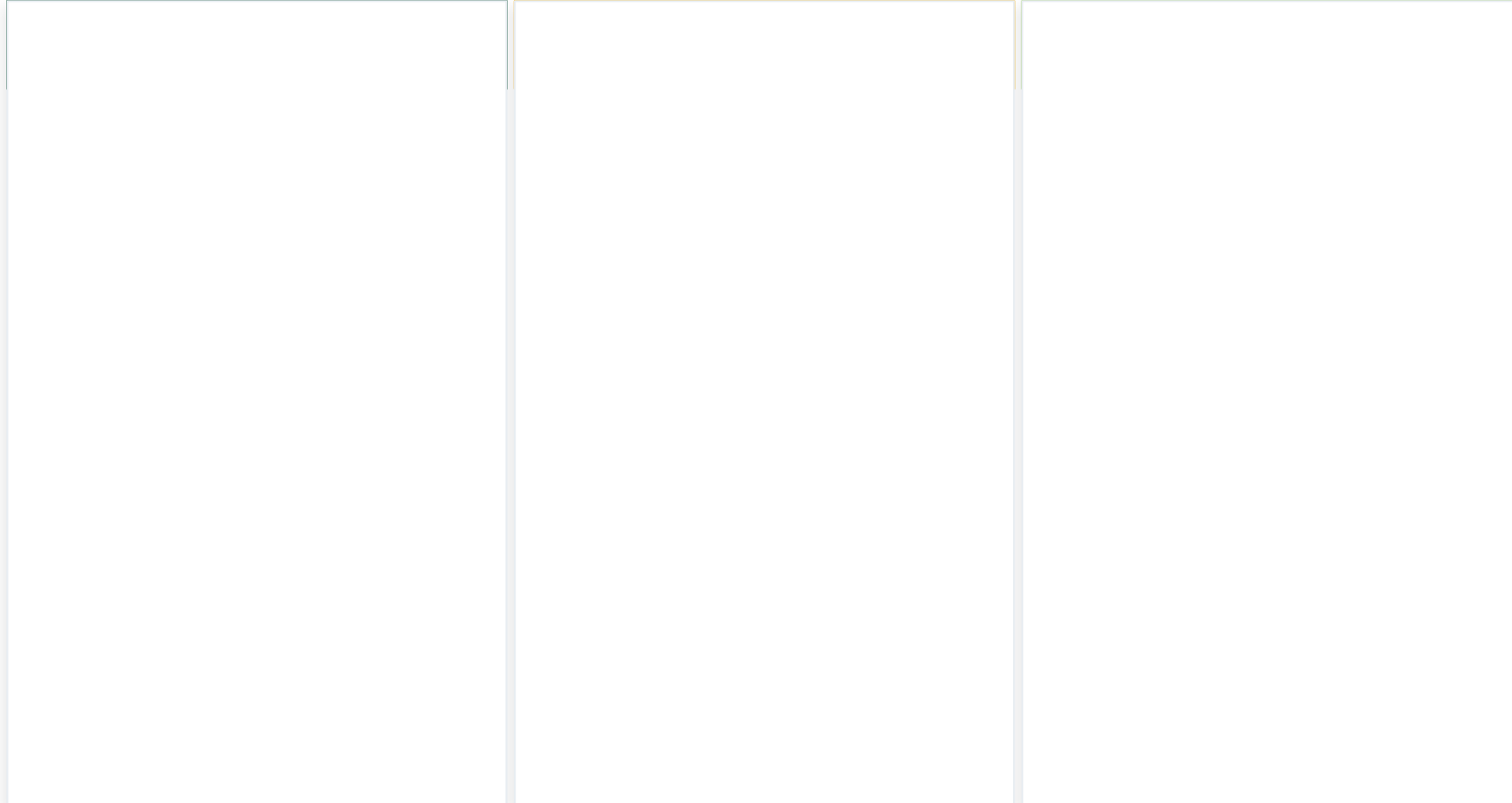
Cal.Poly Pomona | Graduated 2014

GPA: 3.2

Citrus Community College

Completed some coursework | 2012–2013

3 Quick Fixes



TIP: Apply all 3 fixes to every bullet — even one metric backed bullet beats ten vague ones

Resume B

Billy Bronco

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- Meta Certified Digital Marketing Associate — 2021

Now Make It Count



Make it scannable

Short bullets, bold numbers, white space. If it looks hard to read, it won't get read.



Never miss an opening

We post new jobs every week.
Set up job alerts and be the first to apply.
careers.cpp.edu



Your resume doesn't get you the job — it gets you the conversation.



CPP Learning

Bronco Leadership Center

Clubs & Organizations

Club and organization training through CPP Learning is required annually for student leaders (Treasurers, Schedulers, and Presidents) which can include staff and faculty advisors. These sessions are designed to clarify your role, provide hands-on guidance with club and organization platforms and systems, and ensure you're up to date on CSU and Cal Poly Pomona policies.

	President	Treasurer	Scheduler	Advisor
President Training	★			
Finance Training	★	★	★	
Ethics, Policy, & Transparency	★	★	★	
Club Meeting	★	★	★	
Events Planning			★	
Advisor Session				★

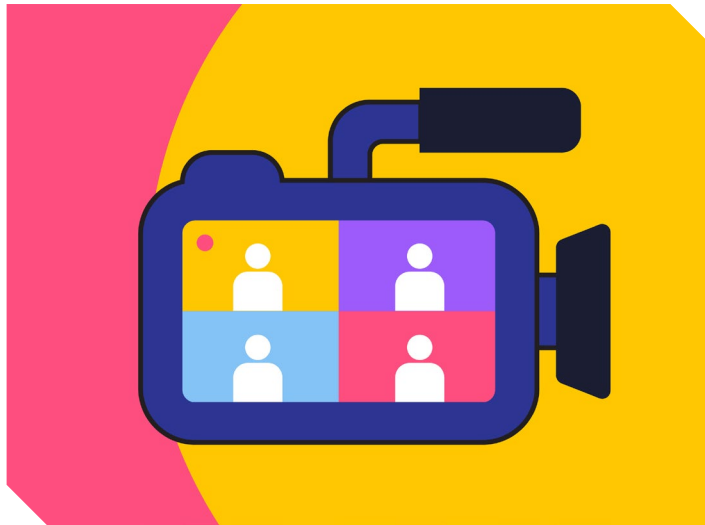
Direct questions to the
Bronco Leadership Center
BLC@cpp.edu



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