

# News You Can Use

*CPP Employee Webinar*

Hosted by EODA/HR Operations

11/13/2025



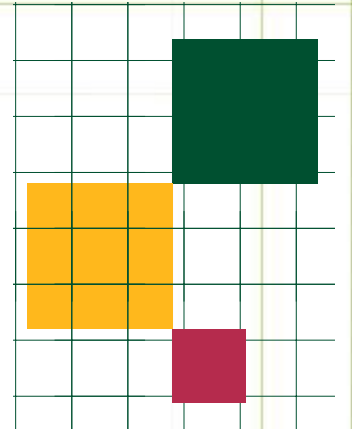
Cal Poly  
Pomona



- 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



# Grateful Grams







# Grateful Gram Campaign

**Purpose:** Fundraising for student scholarships through an act of gratitude

**Impact:** Last year, we awarded two \$2,500 scholarships to Cal Poly Pomona students

**How It Works:**

- Purchase a Grateful Gram for a colleague
- Funds directly support student scholarships
- Grams are delivered in costume across campus

**Delivery Dates:** November 12 – November 26

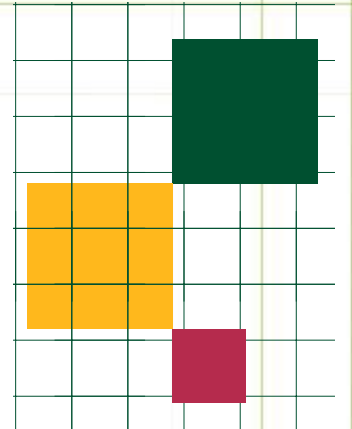
**How to Participate:** [crowdfund.cpp.edu/project/47877](https://crowdfund.cpp.edu/project/47877)

**Why It Matters:** A small gesture of thanks can make a big difference in a student's education





# Payroll Services





# Cal Employee Connect | Paycheck Calculator Tool

The Paycheck Calculator is a tool to estimate net pay when deductions or pay changes occur.

## ⚠ Disclaimer ⚠

This publication is intended for reference purposes only and does not supersede any current laws, regulations, or official payroll policies. It is not intended to provide legal, financial, or tax advice.

Please consult with your financial advisor or tax specialist to understand how changes to your withholdings may affect you.





# Cal Employee Connect

- Login to [Cal Employee Connect](#)
- Go your **Earnings** tab
- Click on your most recent pay statement
- Click on the “Paycheck Calculator” link

## Helpful Hints:

- ✓ Check your current Federal & State withholdings
- ✓ View your current Net Pay (take-home)
- ✓ Deductions will include all your current voluntary deductions

## *Mandatory Paycheck Deductions*

- ✓ Federal & State Tax
- ✓ Medicare Tax
- ✓ Retirement
- ✓ Social Security

Cal Employee CONNECT

Home **Earnings** W-2 Admin Help & Feedback

Earnings Statements 2025

Click on any row in the table to view earnings statement detail.

Date	Period	Gross Pay	Deductions	Net Pay	Fed. Tax	State Tax
10/31/2025	10/25	\$ 7,167.00	\$ 2,340.38	\$ 4,826.62	\$ 914.88	\$ 312.88

Earnings Statement Detail Next

Deductions Chart Paycheck Calculator Beta View/Download this earnings statement

AGY/UNIT	Pay Period	Direct Dep #
	10/25	
Tax Year	Issue Date	Bank Transit
25	10/31/25	
Tax Status	S-00	State
Fed	S-00	S-00

Gross Pay	YTD	Taxable Gross	Deductions	Net Pay
7167.00	76876.22	6618.39	2340.38	4826.62

Earnings	
REGULAR	7167.00

Deductions	
FEDERAL TAX	914.88
STATE TAX	312.88
*RETIREMENT	332.70
SOC SEC	443.37
MEDICARE	103.69
*BLUESHLDAC	.00
DELTA II	.00
VIS-VSP	.00
LTDSTANDARD	.00
*457 PLAN	200.00
*PARKING	15.91
ARAGINS-CSU	16.95

All Deductions  
Mandatory & Voluntary



# Paycheck Calculator Tool

## Prepopulated Fields

- ✓ Pay Frequency → Monthly
- ✓ Retirement Code → Varies
- ✓ CBID → Varies

## Updating New Fields

- Federal Filing Status
- State Filing Status
- Voluntary Deductions
- Gross Pay

## Current Voluntary Deductions

- ✓ Flex Cash Option / Other Flex Deductions
- ✓ Donations to any Bronco Fund
- ✓ Deferred Comp/TS (Savings Plus & Fidelity Plans)

Updated Net Pay

Paycheck Calculator Beta

Pay Frequency	1st/2nd Half	Retirement Code	SS/MED	CBID
Monthly	Choose...	08	SS	

Federal Filing Status			State Filing Status		
Marital Status	Exemptions	High Wage	Marital Status	Exemptions	Additional
Married	0	N/A	Married	0	0
Claim Dependents	Other Income	Deductions	SDI		
0	0	0	No		

Gross Pay	Flex Cash Option	Total Other Flex Deductions	Total A/R Deductions	Total-Voluntary Deductions	Deferred Comp/TS
7167.00	0.00	15.91	0.00	16.95	200.00

<b>NET PAY</b>		<b>(+486.62)</b>	<b>\$5,313.24</b>
SDI Withheld			\$0.00
Federal Taxable Gross			\$6,618.39
State Taxable Gross			\$6,618.39
Social Security Taxable Gross			\$7,151.09
Medicare Taxable Gross			\$7,151.09

Federal Tax Withheld	\$583.46
State Tax Withheld	\$157.68
Retirement Withheld	\$332.70
OPEB Withheld	\$0.00
Social Security Withheld	\$443.37
Medicare Withheld	\$103.69





# Payroll Services Inquiry Form

- Submit any questions regarding your pay via the Payroll Inquiry Form
- <https://app.smartsheet.com/b/form/bc0d2326f90b483b8c1d29e98d73ed33>



## Payroll Services Inquiry Form

Please complete the form below to submit your inquiry to Payroll Services. Our team will review your submission and respond as soon as possible. **Please allow 1-3 business days for a response depending on the urgency of your inquiry.**

### Employee Information

Full Name \*

Employee BID \*

Employee Type (State-Side Only) \*

*If your inquiry is regarding a Student Employee, please select "Student Employee" below so that your inquiry is appropriately assigned.*

☐ Faculty/Lecturer

☐ Staff/MPP

☐ Student Employee

☐ Timekeeper

☐ Other

Department Name \*

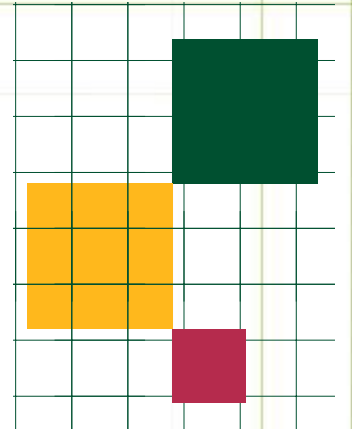
Email Address \*

Phone Number \*

### Inquiry Details



# Benefits Services





# Benefits Buzz

**Review your January 1st paycheck**

*(December pay period)*



## **Health Plan Deductions**

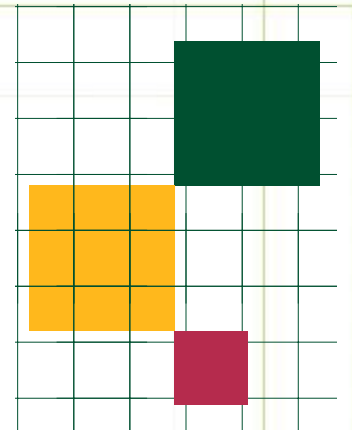
- Ensure your new [health plan rate](#) is correct — this is when your new premium rate takes effect.
- If you changed plans, enrolled for the first time, or added/deleted dependents, carefully review your pay warrant to confirm the correct health plan premium deduction appears.

## **Flexible Spending Accounts (HCRA/DCRA) Deductions**

- Health Care (HCRA) or Dependent Care (DCRA) reimbursement account should appear on your pay stub — double-check it's listed correctly.
- If you didn't re-enroll for 2026, you can still use remaining funds through December 31, 2025. Any unused funds after that date will be forfeited, so plan and spend wisely!
- Visit the [FSA Store](#) for eligible, FSA-approved product. A great way to use every dollar!



# Strategic Learning & Organizational Effectiveness Initiatives







**2025 EDGE LEADERSHIP PROGRAM GRADUATES**





# Congratulations

**Brandi Blair**

**Keith Grissom**

**Michelle M.  
Simpson**

**Serena Aguirre**

**David Castro**

**Landon W  
Lachner**

**Michelle  
Martinez**

**Shauna  
Gilkinson**

**Donya Rahimi**

**Larissa Hill**

**Miguel Cepeda**

**Stephanye  
Bolaños**

**Joe Angel  
Urbano**

**Loretta  
Villanueva**

**Nidra Tang**

**Kara Raymundo**

**Micayla  
Anderson**

**Sandra Dowell**



# Preparing for the 2026 EDGE Program

## Eligibility

1. Minimum 6 months employment with CPP.
2. Overall performance rating of “satisfactory” on most recent PE.
3. Manager/Supervisor Nomination.

## Nomination window 1/5/26-1/23/26

### Preferred Qualifications

- Candidate has the time to commit to the program from 4/2026 to 10/1026
- Candidate has the desire to develop leadership attributes
- Candidate has work on non-work-related experience in leadership activities (leading a project, meeting or team).



# Annual Compliance Audit

**Purpose:** To ensure all Cal Poly Pomona employees complete required trainings by **Dec. 31, 2025**.  
**This initiative is a partnership between:**

- EODA/HR Operations
- Office of Equity and Compliance (OEC)
- Environmental Health & Safety (EH&S)

**All employees must complete the following modules:**

- CSU Discrimination, Harassment, and Retaliation Prevention Program (*Every Other Year*)
- Gender Equity and Title IX (*Annually*)
- CSU Workplace Violence Prevention (*Annually*)
- Injury and Illness Prevention Program (*Annually*)
- Avoiding Conflicts of Interest (*Annually*)

**Employees can confirm their training status in CSU Learn:**

1. Log in to [CPL Learning](#)
2. Go to Self → Quick Links → Training Analysis
3. Please ensure all employees complete any outstanding or past-due trainings as soon as possible to maintain full compliance.

For questions or technical issues email: [CPLLearning@cpp.edu](mailto:CPLLearning@cpp.edu)

Thank you for your continued leadership and partnership in ensuring CPP remains a safe and compliant workplace.



# Cross Campus Collaboration



**Learn from facilitators  
across the CSU**



**Wide range of topics  
including**

Technology & Productivity Tools  
Career & Professional Skills  
Communication & Customer  
Engagement  
Community & Inclusion  
Emotional Intelligence  
Personal Wellness & Mindset



**Most sessions last 30  
minutes**



**Upcoming sessions**

Enhancing Your Workflow with  
ChatGPT on November 18th  
Activating Your Leadership with  
Inclusive Values on November  
22nd  
Breath and Health on November  
20th



# Principles of Community

- Principles generate thoughts. Thoughts generate feelings. Feelings create action.

## Principles of Community (POC)

Cal Poly Pomona's Principles of Community are a shared commitment to fostering a positive, inclusive, and respectful campus environment. These guiding values set expectations for behavior, encourage open dialogue, and provide a framework for navigating conflicts fairly and constructively. To shape these principles, we invited the Bronco community to share their perspectives in Fall 2023....

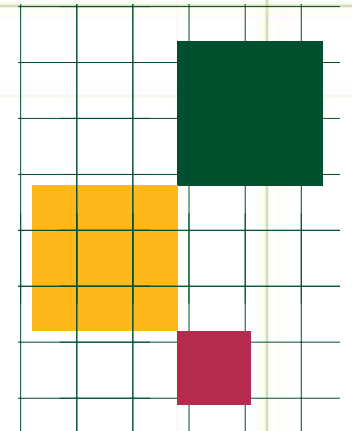
[POC FAQ'S \(PDF\)](#)







# Human Resources Information Systems





# CHRS

## Common Human Resources System





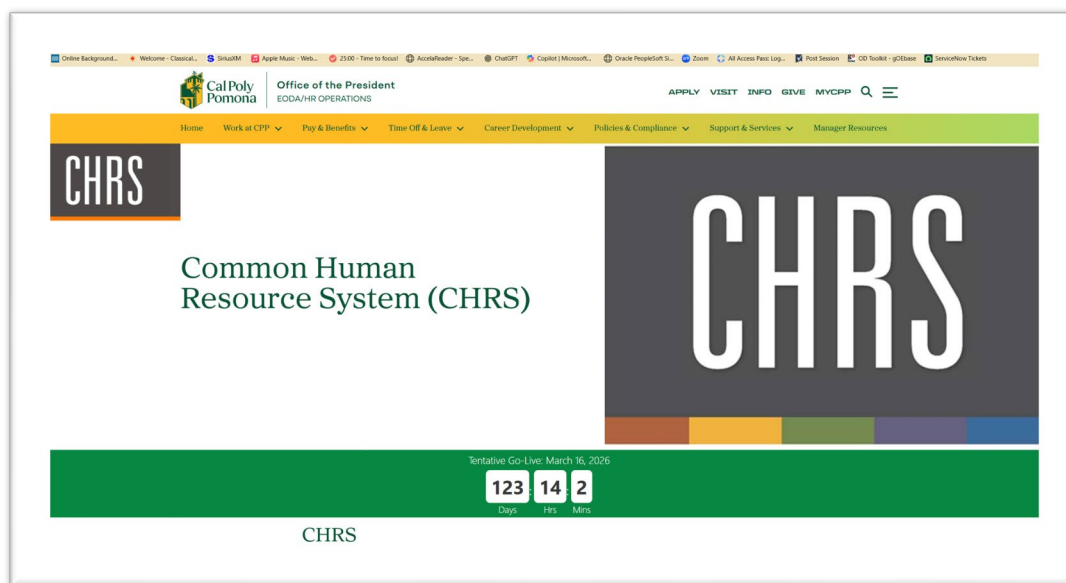
CHRS

# CHRS

## Common Human Resources System

### CHRS Timeline



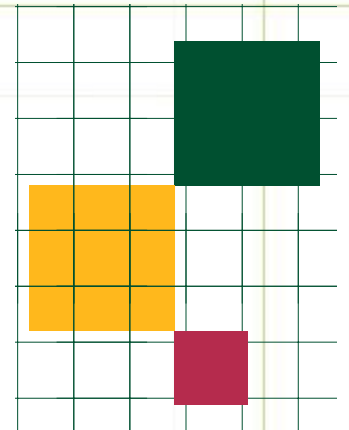


CHRS Website: <https://www.cpp.edu/eoda-hr/chrs/index.shtml>

CHRS Inquiry Form: <https://app.smartsheet.com/b/form/b9171be6827a43ba80d926ad471059be>



# Talent Acquisition & Classification/Compensation







# Did you know?

- **You can help shape the future of CPP - Refer a Friend!**

Use the "refer" button on any job posting to share opportunities with your network.

👉 Try it today on our [Careers page!](#)

## Equal Employment Opportunity

Consistent with California law and federal civil rights laws, Cal Poly Pomona provides equal opportunity in employment discrimination or preferential treatment based on race, sex, color, ethnicity, or national origin. Our commitment to equal ensuring that every employee has access to the resources and support they need to thrive and succeed in a university or their communities. Cal Poly Pomona complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, the California Equity in Higher Education Act, and Proposition 209 (Art. I, Section 31 of the California Constitution), other applicable state and federal anti-discrimination laws, and the Nondiscrimination Policy. We prohibit discriminatory preferential treatment, segregation based on race or any other prohibited all forms of discrimination, harassment, and retaliation in all university programs, policies, and practices.

## Other Notices

For other important employment notices, we invite you to visit [Cal Poly Pomona's Employment Notices](#) web page.

**Advertised:** November 12, 2025 (9:00 AM) Pacific Standard Time

**Applications close:** November 26, 2025 (11:55 PM) Pacific Standard Time

[Back to search results](#)[Apply now](#)[Refer a friend](#)[Whatsapp](#)[Facebook](#)[LinkedIn](#)[Email App](#)

Email a job - California State University - Google Chrome

secure.dc4.pageuppeople.com/apply/873/po/applicationForm/emailJob.asp?JobID=553093&JobSourceTypeID=845&Language=

Cal Poly Pomona

### Email a job

Please fill in all mandatory fields marked with an asterisk (\*).

Your name:\*

Your email:\*

To first name:\*

To last name:\*

To email:\*

A link to the job details page will be automatically included with the email.

☐ I'm not a robot  
reCAPTCHA is changing its terms of service.  
[Take action.](#)

reCAPTCHA  
[Privacy](#) • [Terms](#)


[Send email](#) [Close window](#)




# Open Jobs Spotlight

Know someone who would be a good fit? Share these opportunities with your network!

## Public Health and Occupational Safety Specialist

- **Department:** Environmental Health & Safety
- **Impact:** Promotes wellness and safety, ensuring every Bronco can work, learn, and thrive in a healthy environment.
- **Close date:** November 18, 2025
-  [Job Posting](#)

## Lead Custodian

- **Department:** University Housing Services
- **Impact:** Keeps our campus safe, clean, and welcoming for students. The everyday heroes behind the Bronco experience.
- **Close date:** November 21, 2025
-  [Job Posting](#)



# Welcome to CPP! 🎉

- **50+** new Broncos welcomed since August
- **41** departments represented
- **22%** internal promotions





## New Compensation Team Members



**Blake Shaw**  
**Senior Compensation**  
**Specialist**



**Julia Navar**  
**Senior Compensation**  
**Specialist**

- Started Monday, November 3<sup>rd</sup>
- [compclass@cpp.edu](mailto:compclass@cpp.edu)



# CSUEU Step Implementation

- **Red Circled Employees**

**CalPERS** taxed the entire amount on your October paycheck

**In the November paycheck** you will see a refund for the excess amount that was taxed on the October paycheck.

This is the process moving forward with all their paychecks. In the December paycheck you will see the amount refunded for the November paycheck, so on and so forth.

- Still have a couple CSUEU inquiries to address from the CSUEU Inquiry Form.







# Independent Contractor Request Form

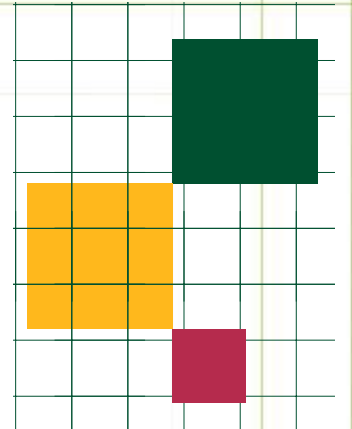
- Hiring an independent contractor? Complete the IC form.
- Form contains all questions that need to be completed.
- **DO NOT** start your IC until this process and Procurement have completed their review.
- Form is located on our Class and Comp page.

The screenshot shows the 'Independent Contractor Request Form' from Cal Poly Pomona. The form is titled 'Independent Contractor Request Form' and includes a Cal Poly Pomona logo. It contains the following sections:

- Department Request Details:** Includes fields for 'Requestor Name \*', 'Requestor Job Title \*', 'Requestor Email Address \*' (with an email icon), and 'Department Name \*' (with a dropdown arrow).
- Contractor Information:** Includes fields for 'Contractor Name \*' and 'Contractor Business Name (if applicable)'. The 'Contractor Address \*' field is partially visible at the bottom.
- Instructions:** A paragraph states: 'This form is designed to streamline the request to hire process for independent contractors at Cal Poly Pomona. By submitting this form, you are providing the necessary details to determine whether the individual qualifies as an independent contractor based on CSU and CPP guidelines.'
- Review Process:** A bulleted list explains the review process: 'If the total payment amount is under \$50,000, the request will be reviewed by EODA/HR Operations. If the total payment amount is \$50,000 or more, and the agreement has not gone through an informal/formal bidding process, DO NOT COMPLETE THIS FORM at this time and email [procurement@cpp.edu](mailto:procurement@cpp.edu) with your request.'
- Contact Information:** A note at the bottom says: 'Please ensure all required information is accurate and complete to avoid delays in processing. If you have any questions, email [eoda@cpp.edu](mailto:eoda@cpp.edu).'

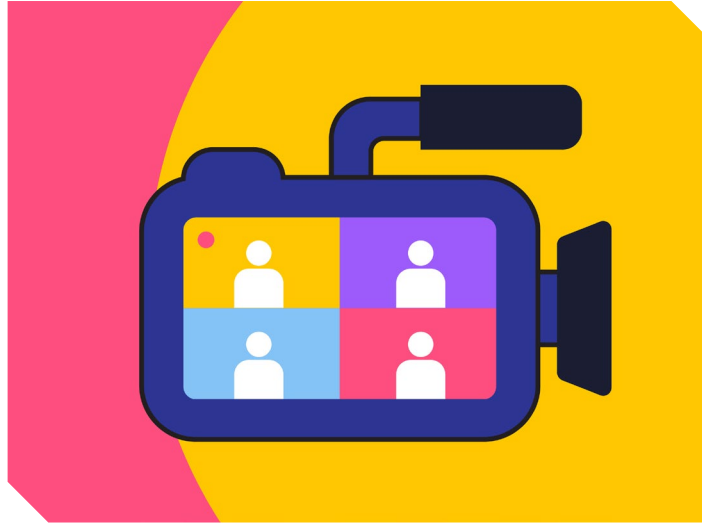


# Wrap-Up and Resources





# 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](mailto:eoda@cpp.edu)
- **Phone:** 909-869-3733
- **In-Person:** SSB 121, 2nd Floor





Q&A

