News You Can Use

CPP Employee Webinar

Hosted by the Division of People and Culture

Thursday, November 5, 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

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HR Customer Service Center *is now . . .*



This new name more clearly identifies our team as a resource for HR-related questions, guidance and support. Please update your contact information with our new email address:

Employee-Srvcs@cpp.edu

While our name and email address have changed, our commitment to providing friendly, responsive service remains the same.

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Benefits Services

Wrap Up the Year with a Benefits Checkup

Health Plan Deductions

- Ensure your new health plan rate is correct on your January 1 paycheck - 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 2027, you can still use remaining funds through December 31, 2026. Any unused funds after that date will be forfeited.



Cal Poly Pomona

Payroll Services

New TRC for Unit 15 Student Assistants

NEW CODE: UOP

30 min

of paid time for attending the union orientation

1. **Attend the union orientation.** Students receive an attendance slip.
2. **Report the 30 minutes in CHRS.** Enter the time on the timesheet.
3. **Select the code.** It displays in the drop-down menu as “UOP – R15 Union Orientation Pay.”

GOOD TO KNOW

UOP can only be reported in a **non-Federal Work Study** position.

Students continue to enter regular time worked **without selecting “REG.”** Time reporting codes left blank default to regular time.

Union orientation pay can be received **only once**, even between multiple CSU campuses.

New TRC for Unit 15 Student Assistants (cont'd)

1

October Orientations

The new time reporting code was recently implemented on our campus, so student assistants who attended orientation on October 12 or October 20 may not have had the opportunity to self-report the time in CHRS.

2

What timekeepers can do

Timekeepers can enter the time today. After today, timekeepers will no longer have access to enter time for October.

3

If the reporting period has ended

If it is discovered that a student attended orientation but the reporting period has ended, please submit a Payroll Inquiry for assistance.

NEXT STUDENT UNION ORIENTATION

November 18

4 – 7 pm

Minimum Wage Increase

EFFECTIVE JANUARY 1, 2027

$17.40

per hour minimum wage

Monthly equivalents will increase for salaried employees

Mass update will be processed by State Controller's Office (SCO)

Technical Letter from the Chancellor's Office is forthcoming



Year-End Reminders

W-2 season is approaching. Please ensure your mailing address is up-to-date.

Step-by-step instructions are available in the CHRS Knowledge Base.

ALSO COMING UP

01

Vacation carryover

02

CTO carryover

03

December 31 Campus Closure

Vacation Carryover Maximum

1. **Know your maximum:** Each eligible bargaining unit and non-represented employee group has a vacation carryover maximum.

2. **Plan vacation usage early:** Managers should encourage employees approaching their maximum balance to schedule vacation time before year-end to avoid forfeiture.

3. **December accrual counts:** December vacation accruals are included when determining the year-end balance. Employees should account for this additional accrual when planning vacation usage.

4. **Automatic adjustment:** Vacation hours exceeding the applicable maximum will be automatically removed when the December Absence Management calendar is finalized.



Summary of Maximum Vacation Credits

Bargaining Unit / Employee Group	Reference	Maximum Vacation Hours (≤ 10 Years of Service)	Maximum Vacation Hours (> 10 Years of Service)	Carryover Utilization Deadline
UAPD (Unit 1)	Article 22.2(d)	320	440	March 31
CSUEU (Units 2, 5, 7, 9)	Articles 14.6, 14.9	320	440	June 30
CFA (Unit 3)*	Articles 34.6, 34.7, 34.8	320	440	March 31
APC (Unit 4)	Articles 26.7, 26.10, 26.11	320	440	June 30
Teamsters (Unit 6)	Article 16.2(e)	320	440	March 31
SUPA (Unit 8)	Article 18.4**	320	440	March 31
UAW (Unit 11)***	Article 25.7	80	80	N/A****
Confidential (C99)	Title 5, Section 42909	384	440	March 31
Excluded (E99)	Title 5, Section 42909	272	384	March 31
MPP (M80)	Title 5, Section 42909	384	440	March 31
Executive (M98)	Title 5, Section 42909	480	480	N/A****

**Only applies to faculty in 10-month or 12-month classifications*

***SUPA employees shall be permitted to carryover no more than eighty (80) hours of vacation credits in excess of the applicable maximum--if they meet the eligibility criteria.*

****Only applies to Teaching Associates (TA) in 12-month classifications*

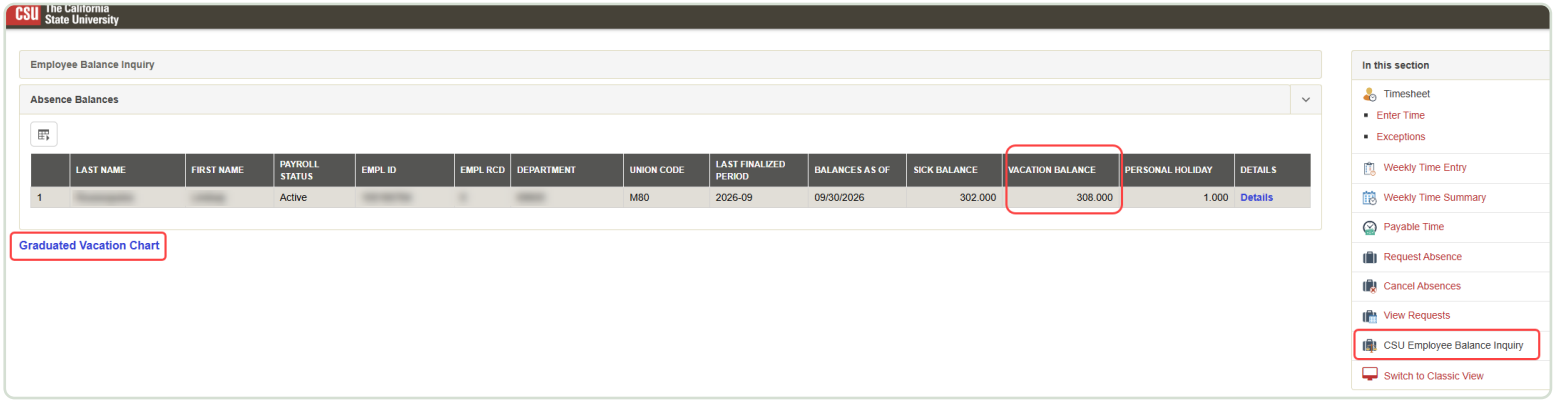
*****No carryover provision*

How to View Employee Absence Balances

Step-by-step instructions are available in the CHRS Knowledge Base

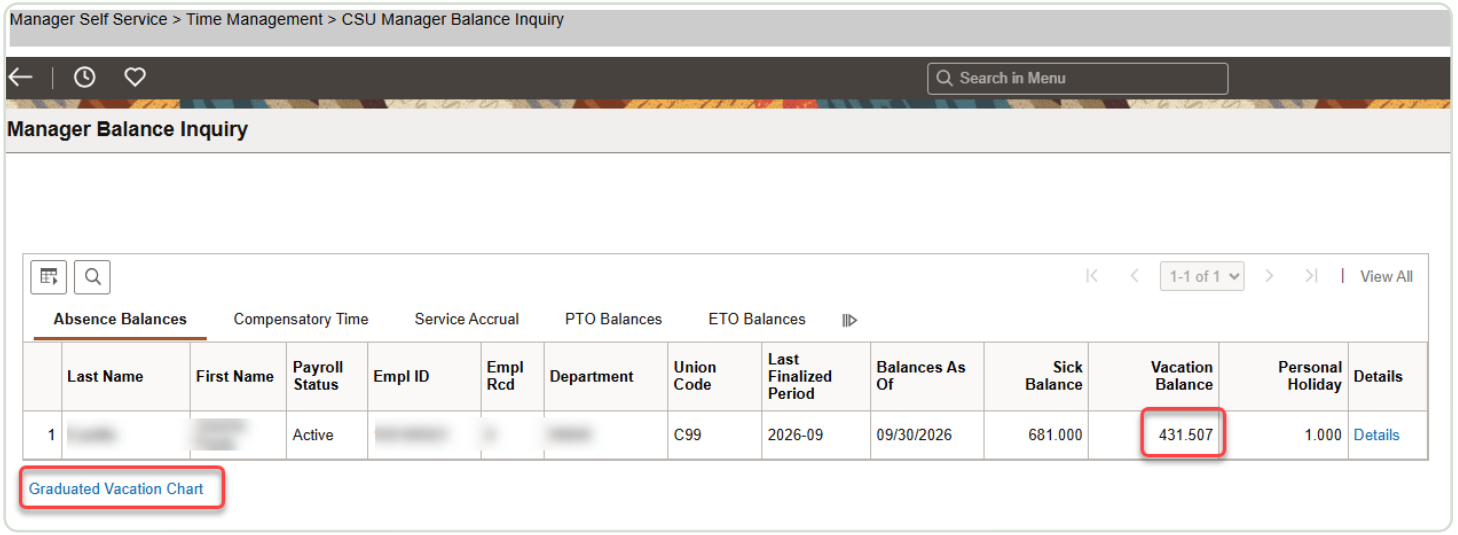
01

For employees



02

For timekeepers and managers



Requests to Carry Over Vacation Above the Maximum

1

Limited circumstances

Allowed only in limited circumstances – eligible reasons are identified in the applicable CBA or California regulations.

2

Submit by January 31

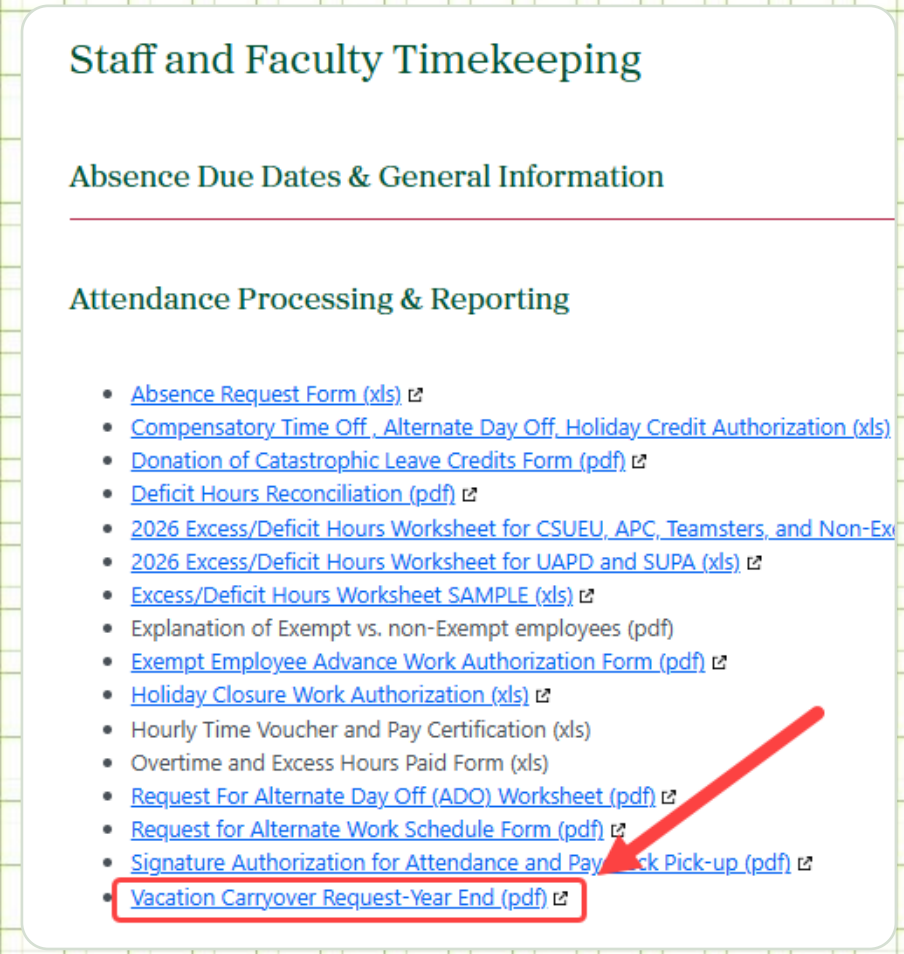
Complete the Vacation Carryover Request Form and submit it through the **Payroll Services Inquiry Form** for visibility and tracking.

Requires signatures from the **HEERA Manager** and **Division Vice President**. Late submissions will not be accepted.

3

If approved

Payroll reinstates approved hours in the January calendar. Hours must be used by **March 31 or June 30**, depending on the employee group. Unused hours after the deadline will be forfeited.



Form available on the **Payroll website**

CTO Carryover Maximum

1. **Know your maximum:** Employees eligible to earn CTO may have a maximum balance under the applicable CBA or CSU policy.
2. **Use CTO throughout the year:** Employees should plan to use CTO before December 31 to avoid exceeding the maximum.
3. **Automatic payout:** Any CTO balance above the applicable maximum as of December 31 will be paid out to the employee.
4. **No department action needed:** Payroll will process the payout automatically by **February 1** of the following calendar year.

Bargaining Unit / Employee Group	Reference	Maximum CTO Hours	Excess Paid
UAPD (Unit 1)	N/A	N/A	N/A
CSUEU (Units 2, 5, 7, 9)	Article 19.11	120	Yes
CFA (Unit 3)	N/A	N/A	N/A
APC (Unit 4)	Article 28.19	120	Yes
Teamsters (Unit 6)	Article 23.3	240	Yes
SUPA (Unit 8)	Article 13.17	480*	Yes
UAW (Unit 11)	N/A	N/A	N/A
Confidential (C99)	HR/Leaves 2024-06	120	Yes**
Excluded (E99)	HR/Leaves 2024-06	120	Yes**
MPP (M80)	N/A	N/A	N/A
Executive (M98)	N/A	N/A	N/A

**Maximum accrual may be reduced as determined by the Chief of Police but may not be reduced below 80 hours. If an employee has accumulated more than 200 hours of CTO and the parties cannot agree on dates for its use, the Chief of Police may, with reasonable notice, designate the date(s) on which the employee must take the earned CTO.*

***CTO in excess of 240 hours prior to December 31st must be paid in cash.*

Campus Closure – December 31

1. **December 31 is not a holiday;** campus will be closed
2. Time off must be charged to **PH, Vacation, or CTO**
3. Advance work may be authorized if leave credits are insufficient



Non-Exempt Employees

May earn CTO in advance (must be earned before use)

Please ensure CTO is reported in CHRS.

Exempt Employees

May perform advance work to earn informal time off

Must earn enough to cover the full day

Informal Time Off may be used only in whole-day increments

Submit Holiday Closure Advance Work Authorization form to Payroll by **December 23**

If Employee Works on December 31

Complete Holiday Closure Work Authorization form

Submit to Payroll on **January 4**

Cal Poly Pomona

Strategic Learning & Organizational Effectiveness Initiatives

FINAL REMINDER

Bronco Experience Questionnaire

Deadline extended. Complete it by Friday, Nov. 13.

Help shape our Culture of Care

Share honest feedback on workplace culture to help strengthen our programs, services, resources and practices.

Voluntary and anonymous
Responses are reported only in aggregate.

Your honest voice
Tell us what's working well and where we can improve.

Optional prize drawing
Enter a separate drawing for iPads, AirPods and Bronco merchandise.

Take the questionnaire

Closes Friday, Nov. 13

YOU'RE INVITED

Sustainability at Cal Poly Pomona Convening

Honoring our work.
Hearing our stories.
Creating a future, together.

Join colleagues from across campus

A campus-wide gathering to recognize sustainability work across Cal Poly Pomona, hear community perspectives and help shape our shared future.

WHEN
Tuesday, Nov. 10

TIME
Noon to 2 p.m.

WHERE
Ursa Minor

BONUS
Food provided

Connect · Share · Learn · Help shape the future

LINKEDIN LEARNING TIP

Speed Learning: Treat Yourself to a New Skill

Short lessons,
a few minutes a day.

This month's topics

We partnered with LinkedIn Learning to curate quick tips you can use and share with your team.

- **Professional networking**
- **Critical thinking**
- **AI productivity tips**
- **Refine your human skills**
- **Career readiness**

Links to every lesson come with this deck after the session.

SPEED LEARNING · ONE LESSON A DAY

Professional Networking

MON

[Biggest networking myths]

2 min

TUE

[How to network and best practices]

2 min

WED

[Researching questions for networking]

1 min

THU

[What to say during a networking call]

2 min

FRI

[Staying in touch with your network]

2 min

9 minutes for the whole week. Select a lesson title to open it in LinkedIn Learning.

SPEED LEARNING · ONE LESSON A DAY

AI Productivity Tips

MON

Define your goals with AI assistance

3 min

TUE

Use AI to get unstuck and stop procrastination

4 min

WED

Unlock your perfect week with AI-powered schedules

3 min

THU

Use AI to break goals into actionable tasks

3 min

FRI

Use AI to turn notes into action plans

3 min

16 minutes for the whole week. Select a lesson title to open it in LinkedIn Learning.

CPP LEARNING REMINDER

Can't make a session? Cancel early

Please cancel your registration at least 72 hours before the session starts.

WHY IT MATTERS

Your cancellation opens a spot for a colleague and helps the facilitator plan.

HOW TO CANCEL

In CPP Learning: go to My Learning and cancel. Steps are on the next slide.

By email: contact the facilitator or Miguel at urrutia@cpp.edu

72

HOURS' NOTICE

Give a colleague a chance at your seat.

HOW TO CANCEL IN CPP LEARNING

Cancel from your My Learning page

1 **Open My Learning**

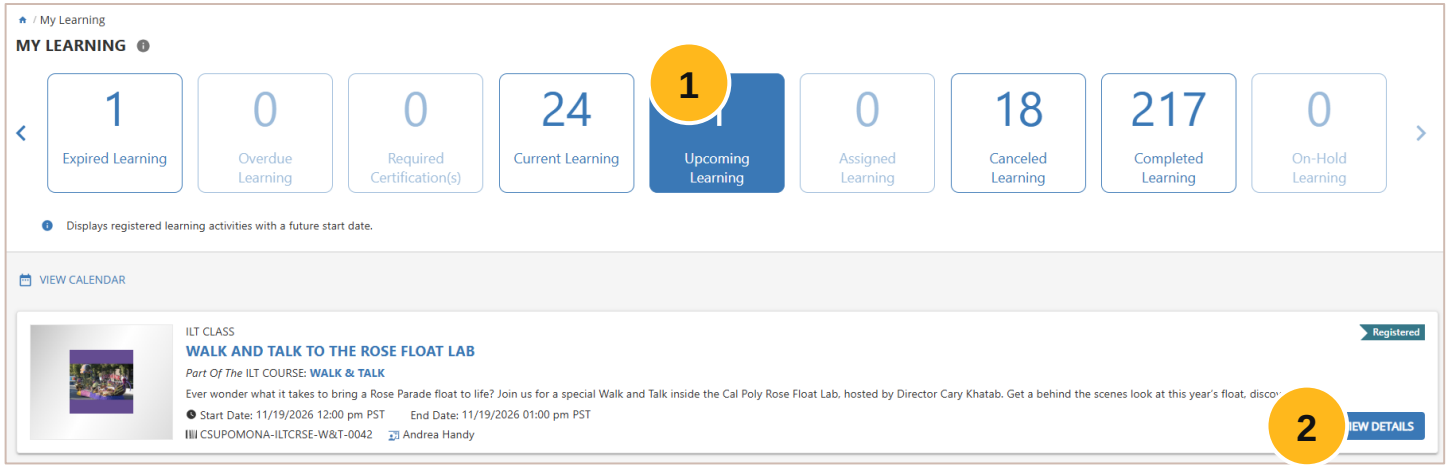
Select the Upcoming Learning tile.

2 **Find your session**

Select View Details on the session you can't attend.

3 **Cancel**

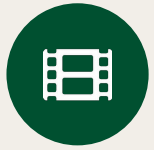
Open the ⋮ menu and choose Cancel registration.





UPCOMING OPPORTUNITIES

November workshops



Premiere Pro Basics and Captioning

Monday, Nov. 9 · 9 to 10 a.m. · Virtual

Register



Visual Design and PowerPoint for Non-Designers

Monday, Nov. 9 · 10 to 11:30 a.m. · Virtual

Register



Facilitation Skills Workshop

Friday, Nov. 13 · 9 to 11 a.m. · Virtual

Register

UPCOMING OPPORTUNITIES

Wellness, community and growth

Holiday Stress

Thursday, Nov. 19 · 10 to 11 a.m. · Virtual

Offered by LifeMatters

Register

Walk and Talk to the Rose Float Lab

Thursday, Nov. 19 · Noon to 1 p.m. · On campus

Register

Public Speaking Workshops

Dec. 1, 4 and 11 · 9 a.m. to noon · On campus

Three-part series; please plan to attend all three.

Register



Congratulations!

To our 2026 EDGE Leadership Development Cohort
for completing their final EDGE Session.

LOOKING AHEAD

Preparing for the 2027 EDGE Program

Nominations open early to mid-January.

Get ready for nominations

ELIGIBILITY

1. At least six months of employment at Cal Poly Pomona
2. “Satisfactory” overall rating on your most recent performance evaluation
3. Nomination from your manager or supervisor

PREFERRED QUALIFICATIONS

- Time to commit to the program, April to October 2027
- A desire to develop leadership attributes
- Leadership experience at or outside work, such as leading a project, meeting or team

Learn more: EDGE website
Questions? Contact edge@cpp.edu

Join the Circle

- Make the most of learning opportunities that help you grow, connect and succeed
- Receive targeted learning and development updates
- Have a voice in your professional growth



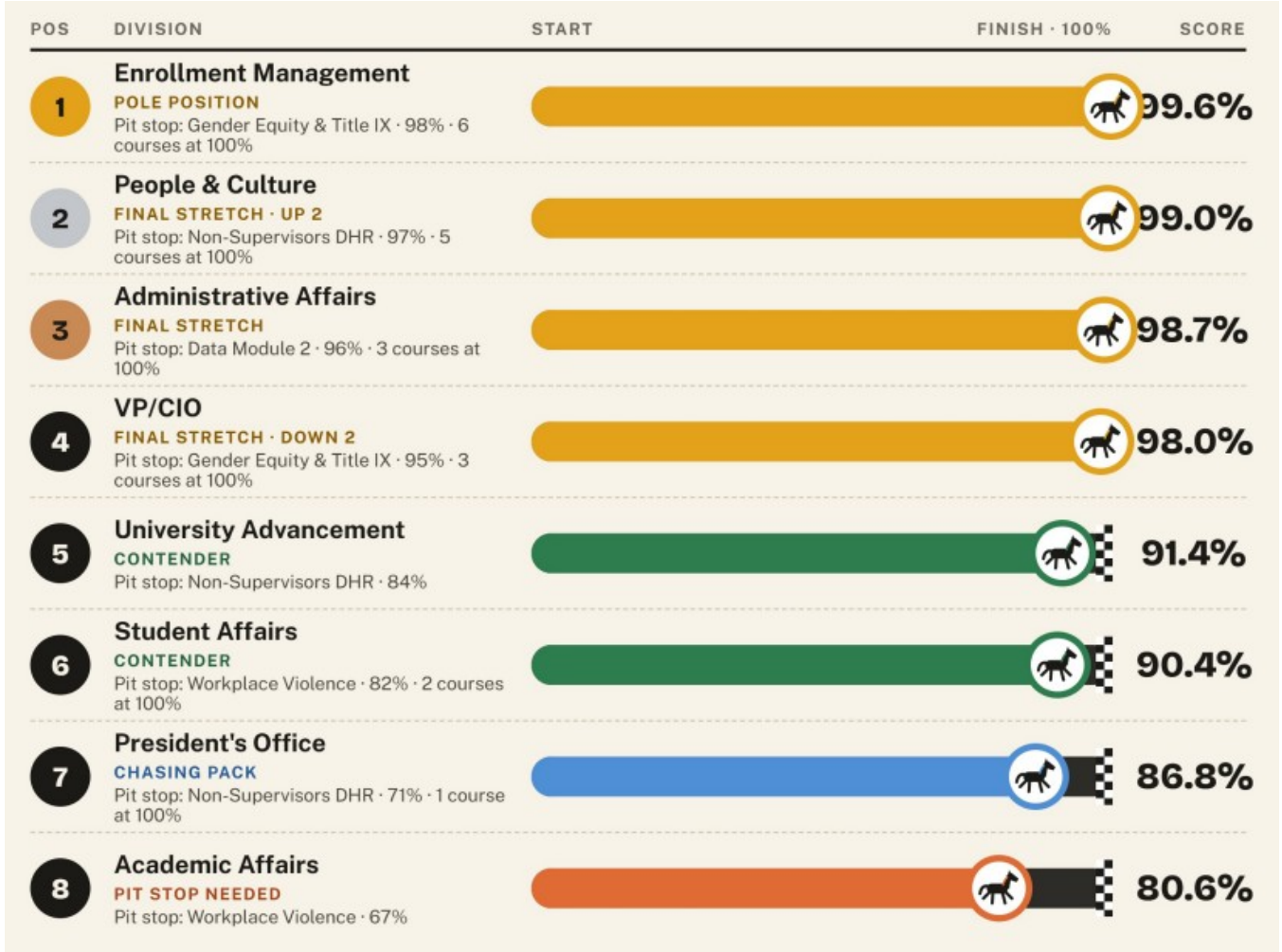
Interested? Complete the Smartsheet

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HR Operations & Information Systems

2026 Annual Compliance Training Requirements

- Annual Compliance Training is mandatory for all CPP employees, including faculty, staff, and student employees.
- Log in to CPP Learning to review your assigned training requirements.
- Complete all required courses by December 31, 2026.
- CPP Learning Inquiry Form



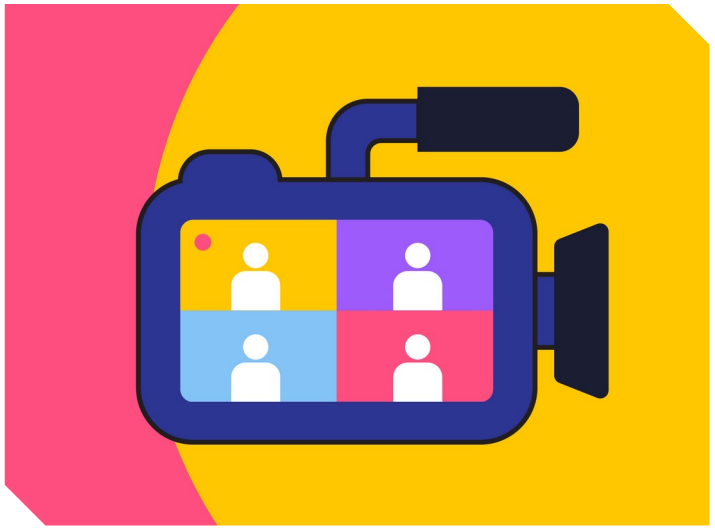
Required Courses

- CSU Discrimination, Harassment and Retaliation Prevention Program for Non-Supervisors or Supervisors
- Gender Equity and Title IX
- CSU Workplace Violence Prevention (required annually)
- Injury and Illness Prevention Program (IIPP)
- Avoiding Conflicts of Interest
- CSU - Understanding the Clery Act
- Data Security Introduction and FERPA (Module 1)
- Protecting CSU Data – Physical Security and Unintended Disclosures (Module 2)
- Driving Safely, Driving Smarter
- Distracted Driving
- Powered Cart Safety



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**: people-culture@cpp.edu
- **Phone**: 909-869-3733
- **In-Person**: SSB 121, 2nd Floor




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Q&A