



CPPE ICE CREAM SOCIAL 2025 SEE PG. 5

MARK YOUR CALENDARS

August 2025

8/21

Classes begin for all students

September 2025

9/1

Labor Day (Campus closed/ CPPE holiday)

HOME AWAY FROM HOME LUNCHEON!

CPP Dining Services is proud to announce the first special Centerpointe event of the new school year: **Home Away From Home Luncheon!**

Join us on Thursday, August 28 from 11:00 am - 1:30 pm for a lunch featuring comfort foods from across cultures– cultivating a sense of familiarity and belonging for all students new to CPP!

Capture memories of the new school year at the photobooth station, and stop by the outreach table to learn about CPPE's services and grab some fun swag.

We hope to see you there!



EMPLOYMENT SERVICES

PROMOTIONS

Zaria (Zaza) Towery - Coordinator II - University Village

PAYROLL UPDATES

UPCOMING: Payroll Training Dates - Plan ahead to reserve your spot! Please contact fdnpayroll@cpp.edu for more information on session availability.

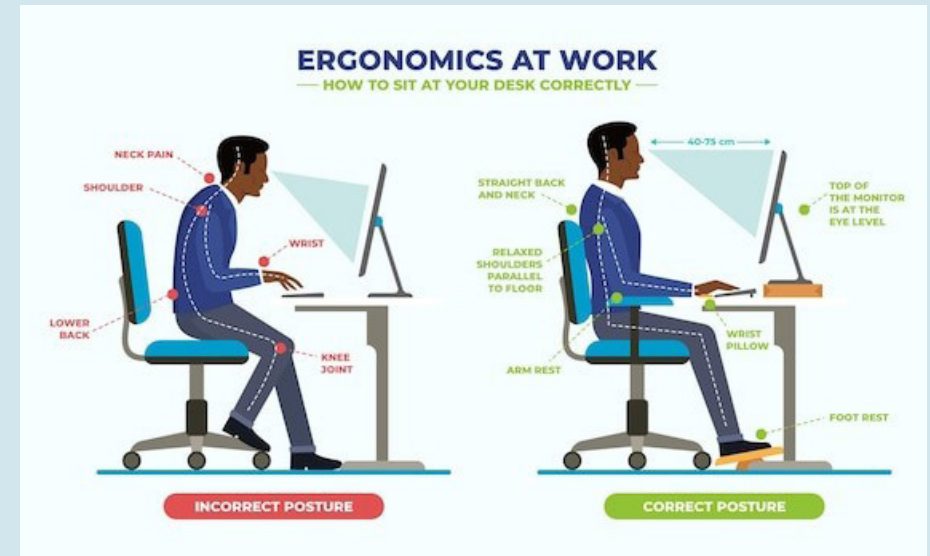
- Wednesday, August 27

BENEFITS CORNER!

WORKPLACE SAFETY

Office ergonomics focuses on optimizing the work environment, including workstations, tools, and equipment, to improve employee health, safety, and productivity. By ensuring a proper fit between the worker and their workspace, ergonomics aims to prevent injuries, reduce discomfort, and enhance overall well-being.

The following diagrams show incorrect and correct postures for sitting at your desk.



Office ergonomics focuses on optimizing the work environment, including workstations, tools, and equipment, to improve employee health, safety, and productivity. By ensuring a proper fit between the worker and their workspace, ergonomics aims to prevent injuries, reduce discomfort, and enhance overall well-being.

The following diagrams show incorrect and correct postures for sitting at your desk.

Remember these basic rules:

- Feet flat or supported by footrest.
- Elbows and wrists at same height as keyboard and mouse (adjust chair height as needed).
- Keep your shoulders relaxed and elbow at the side of your body with forearms at a right angle.
- Keep your wrists in a straight or neutral position.
- Wrists, forearms, elbows should not make contact with a hard surface (desk, armrest).
- Monitor at eye level (2-3" below top of monitor).

EMPLOYMENT SERVICES CONT.

2025 JOB FAIR RECAP

Employment Services hosted the Job Fair Hiring on July 19. We had 33 team members on hand from various departments and interviewed approximately 400 job seekers. So far, 150 individuals are being hired— 138 for Dining Services, 8 for Facilities and 4 for the Bronco Bookstore.

A special thank you to the entire Kellogg West staff for hosting us! We sincerely appreciate all the efforts in helping make the event such a success.

MYVEBA MOBILE APP

Your benefits information is available at your fingertips with the MyVEBA mobile app. Quickly access your key health plan information and CalVEBA resources from your phone.

Your Benefits Just Went Mobile – Don't Miss Out! Download the **MyVEBA** app now!





CALIFORNIA SCHOOLS
VEBA
YOUR HEALTH, OUR PURPOSE

Welcome to MyVEBA!

Your health benefits, resources, and tools - right at your fingertips.

Get Started with MyVEBA Today!



STEP 1: LOG IN

Open the MyVEBA mobile app or visit myveba.org to access the web portal.

First-time users:

- ▶ Click Get Started Now on the lower right-hand corner of the homepage.
- ▶ Click Don't Have an Account? Sign up here.
- ▶ Enter the following details:

Last Name	Last 4 Digits of Your SSN	Date of Birth
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Click Submit to continue

- ▶ Create your account using your email address and set a secure password. Click Submit to finish.
- ▶ You'll receive two emails: a Verification Email (click the link to confirm) and a Multi-Factor Authentication (MFA) Email at the first login attempt (enter the code) to complete your account setup.
 - ▶ Allow up to one (1) hour to receive the emails; if you don't receive them, contact myvebasupport@vebaonline.com.

If you are using the mobile app, enter the Security Domain: ▶ Type "myveba.org" and click Continue.

Returning users:

- ▶ Simply log in using your existing credentials. You'll be prompted to enter an MFA code sent to your email.

Continue to Step 2



STEP 2: EXPLORE YOUR DASHBOARD

Your personalized dashboard is designed to make navigating your benefits simple. Here's what you'll find:

▶ **Health & Wellness Benefits**

My 2025 Benefits: Discover the services and programs included in your plan.

Supportive Benefits: Access supplemental benefits and services you may have included in your plan. Contact your Benefits Administrator for additional details.

▶ **Explore Your Benefits**

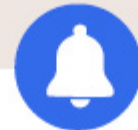
What is VEBA: Learn more about California Schools VEBA.

Access Your Carrier ID Card: Steps on where to find your ID card across medical group carriers.

Helpful Features at a Glance:



SAVE TIME:
Access key health information 24/7.



STAY INFORMED:
Get updates and notifications about your benefits.



GET SUPPORT:
Contact the VEBA Advocacy Team for assistance.

Scan and Connect

Scan the QR code to download the MyVEBA app or visit myveba.org.



Download for Apple



Download for Android



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CPP ENTERPRISES



CPPE ICE CREAM SOCIAL!

Over the summer, CPPE hosted a series of fun events and themed days to bring employees from across the company together for networking and collaboration while celebrating the season!

On July 16, the Administration team invited all CPPE employees for an afternoon of frozen treats, games and interdepartmental connection with an ice cream social inside Centerpointe. Guests were encouraged to participate in an interactive ice breaker and a CPPE trivia game for a chance to win prizes; all while CPPE's leadership team, including CPPE's Board Chair Christina Gonzales, scooped up delicious ice cream sundaes and root beer floats for employees to enjoy.

Congratulations to the winners of the trivia game, and the three randomly selected winners of the ice breaker! We hope you had a blast at the event and enjoy your prizes.

2025 BRONCO GOLF CLASSIC

CPP Intercollegiate Athletics held its 44th Annual Bronco Golf Classic on Monday, July 28 at the Glendora Country Club.

Hosted by CPP Athletics, the golf tournament raises funds that are directed into scholarship support for CPP student athletes! CPPE is a proud sponsor of the event, contributing over \$10,000 in in kind donations and all of the event's beverages in partnership with Pepsi.

CPP KELLOGG RANCH



PUMPKIN FESTIVAL

SATURDAY AND SUNDAYS

October 4th – 27th | 2025

FOOD | FUN & GAMES | MUSIC

WWW.CPP.EDU/AGRISCAPES



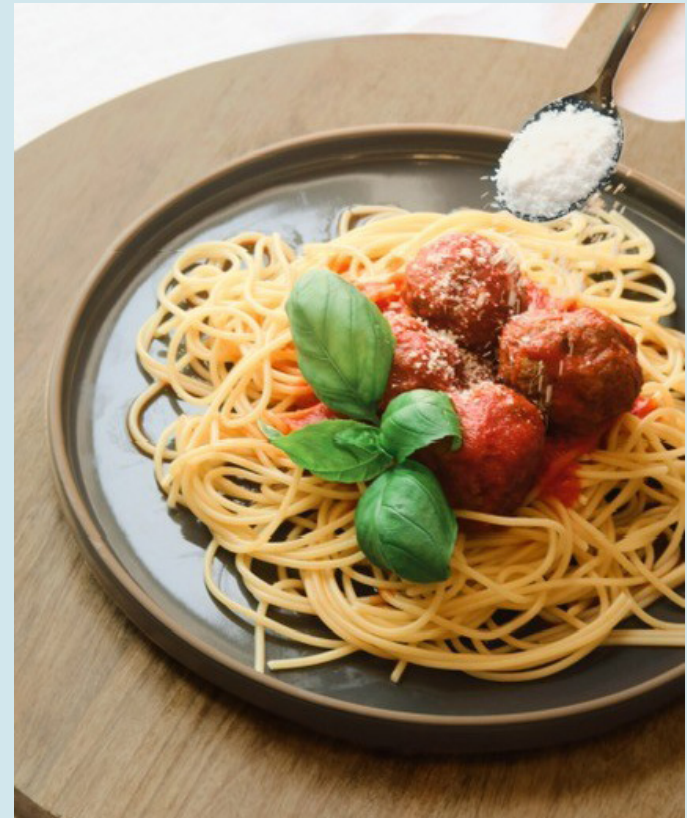
FARM STORE

NEW PRODUCT LAUNCH: NONNA'S MEATBALL MIX— A TASTE OF TRADITION

We're excited to introduce a delicious new product now available at the Farm Store: Nonna's Meatball Mix, created by former Farm Store manager Dawn Taccone.

This secret family recipe brings authentic Italian flavor straight to your kitchen. Just add meat and an egg for a quick, hearty meal that celebrates generations of heritage.

Stop by and taste the tradition!



FINANCIAL SERVICES

GENERAL UPDATES

 **Get Ready!**  **Updated CPPE Forms and Policy are now available:**

Updated Enterprises Forms

- FS01122F – CPPE P-card Change Request
- FS01121F – CPPE P-card Application Form
- FS07102F – Enterprises Standard Services Agreement




Updated Policy

- AP290 – Enterprises P-card Policy

As of 06/30/2025, the old workspaces in One Solution are no longer available.

We've rolled out new, optimized workspaces designed to streamline reporting and make your experience more efficient. Many of you have already made the switch - thank you!

Please use:

-  **Campus Programs** - for Enterprises accounts
-  **Philanthropic** - for Philanthropic accounts
-  **Grants Sponsored Programs** - for Enterprises grant accounts

ACCOUNTS RECEIVABLE

New Fiscal Year = New Project Beginning Balances:

In One Solution, we need to manually post the ending balances of projects at 06/30/25, to become the beginning balances at 07/1/25. Due to our year-end close process and our upcoming financial statement audits, we typically do not post the beginning balances until mid-late August.

What you need to know:

- When reviewing your project's current balances (object code 1025) in FY25/26, it may show as lower than expected
- Please use the 06/30/25 balance and add to the current balance to know what your true balance is
- **Example:** current balance as of 07/10/25 shows \$100 & the 06/30/25 balance shows \$5,500, then your true balance is \$5,600

New Process for submitting ICT's for processing:

We are pleased to announce the launch of our ICT/IDT Form Submission on Smartsheets, effective 07/1/2025.

With Smartsheets, you can submit your forms and receive status updates of requests, so you know when your requests are fully processed. This process will improve communications with requestors and should improve processing times.

Action Required:

- You must have your ICT/IDT form completed with project authorized signer signatures, and appropriate backup, to justify the transaction
- To submit, please follow the link: [ICT/IDT Form Submission Link](#)

**ICT/IDT Forms will not be processed unless they are submitted through the above link*

For questions or more information, please contact FDNAR@cpp.edu.

FINANCIAL SERVICES CONT.

POST AWARD SPONSORED PROGRAM ADMINISTRATION

Every July, the same question comes up: “How much do I have left in my budget?” Well, great news— this year, **the Budget to Actual (July Only) report is working** and ready for you to use!

You can now run the report and get an accurate view of your available balances for July.

Even better— we’ve added a brand-new report designed to make your grant management even easier. Attached is a **quick-access guide** with screenshots and descriptions to help you get started and understand what each report can do for you.

🌟 **What’s New in the Workspace (created just for you by Post Award Sponsored Programs – formerly Grants and Contracts):**

- **Budget to Actual (July Only)** – Now live! See exactly what’s available in your July budgets
- **Grants Project Agreements Report** – Get a clear snapshot of every grant you have access to. On the right side of the screen, you’ll see your available balances, and you can click to view the monthly budget (note: the monthly view still reflects June for now—don’t use this one for July data)

Everything was designed with you in mind— simple, clear, and easy to access. You can also find the attachments in the **Resources** section of the workspace for quick reference whenever you need them.

We appreciate your patience and understanding during this busy time!

[One Solution: Reports and Descriptions – Grants Sponsored Programs](#)

[Grants Post Award Sponsored Programs: Report Access Manual](#)

As always, if you have any questions, your friendly Post Award Administrator is just an email away!

Coming Soon:

We’re working on rolling out **Payment Request Webforms**, so most colleges will soon be able to submit vendor payment requests online. Stay tuned!

Please allow up to 48 hours for a response, as our team is currently focused on **year-end closeout activities** and preparing for the **upcoming Single Audit** this summer.

ACCOUNTS PAYABLE

Our P-card application and policy have been updated! A few of the changes taking place when applying for an Enterprise or Philanthropic P-card:

- All P-card requests will be submitted via Smartsheets
- Confirmation of “WellsOne Expense Cardholder Tutorial” being completed
- A signed P-card Policy Acknowledgment Form
- Completed WellsOne tutorial and policy assessment training

[Coming Soon!!](#)

Submission of Disbursement Vouchers (DV) to our AP department will now be more efficient! We will be launching a new DV submission form via Smartsheets. Please stay tuned for more information in the near future.

SOCIAL MEDIA CORNER →

It's August... which means the fall 2025 semester begins in less than two weeks! 🥳 Before we say goodbye to the summer, let's not forget the exciting stuff we were up to in July, and check out some of our best performing social media posts of the month.



@BroncoBookstore

"Bronco pride is in full bloom 🌺 Grab the hibiscus collection at the Bronco Bookstore now! 😊"

Find @BroncoBookstore on [Instagram](#), [Facebook](#) and [X](#)



@CPPDining

"Looking for a job on campus? We've got you covered! 🤝
Swing by our Job Fair on July 19 at Kellogg West Conference Center & Hotel..."

Find @CPPDining on [Instagram](#), [Facebook](#) and [X](#)

ABOUT CAL POLY POMONA ENTERPRISES

To support the educational mission of Cal Poly Pomona, Cal Poly Pomona Enterprises provides services, financial aid and administrative assistance to the university community, and is the largest employer of students on the campus, providing invaluable work experience to approximately 1,500 students each year.

Additional support includes post-award compliance to Sponsored Programs and Awards, services to The Farm Store, Enterprises Programs and more.

In addition, CPP Enterprises provides a wide range of essential services for the campus community, including Dining Services, the Bronco Bookstore, faculty/staff housing, University Village housing, the Kellogg West Conference Center and Hotel, commercial real estate activities and Innovation Village.

Because of your support, CPP Enterprises is able to provide these beneficial services every year. Thank you for making your purchases on campus and contributing to the success of Cal Poly Pomona students and the university community.

