



CPPE DINING SERVICES EXPO SEE PG. 12

MARK YOUR CALENDARS

March 2024

3/13-3/14	Grad Fair in Bookstore Atrium
3/17	St. Patrick's Day
3/30-4/5	Spring Instruction Break (Enterprises/Campus open)

April 2024

4/1	Cesar Chavez Day (Enterprises/Campus closed)
4/22	Earth Day

CENTERPOINTE EVENTS— SAVE THE DATE!

Throughout the school year, CPPE Dining Services hosts exciting dining events at Centerpointe for the campus to enjoy.

Upcoming dining events:

- 3/07 Cereal Day: Observe National Cereal Day with themed activities and bowls of your favorite cereal.
- 3/14 St. Patrick's Day Luncheon: Indulge in a luck-filled lunch with a special event for St. Patrick's Day.
- 3/21 Nowruz Persian Takeover: Celebrate Nowruz with a special cultural lunch menu at the Global Station.
- 3/28 Womxn's Herstory Month Luncheon: Commemorate Womxn's History Month with an exciting lunch event with performances and activities.

EMPLOYMENT SERVICES

NEW STAFF MEMBERS

Santino Lopez - Coordinator, Student Innovation Idea Lab
Angela Stark - Accounts Specialist, Farm Store
Holly Jackson - Assistant Manager, Farm Store

PROMOTIONS

Brianna Cox - Manager, Farm Store

ANNIVERSARIES

Martha DeAlba - 20 Years of Service

PAYROLL UPDATES

Upcoming Payroll Training:

- March 27, 2024
- April 24, 2024

IMPORTANT DEADLINES

Deadline for vision claims

Any unsubmitted UMR Vision claims started between Jan. 1, 2023 to Dec. 31, 2023 must be submitted through the UMR portal by March 31, 2024 for reimbursement. This is a hard deadline. Claims submitted after this date will not be considered for reimbursement by UMR.

Deadline for Medical FSA claims

Any unsubmitted UMR FSA claims started between Jan. 1, 2023 to Dec. 31, 2023 must be submitted to UMR by March 31, 2024 for reimbursement. This is a hard deadline. Claims submitted after this date will not be considered for reimbursement by UMR.

BENEFITS CORNER!

Score big savings with Working Advantage this Employee Appreciation Month!

Save on travel experiences, hotels, cruises, theme park tickets and even tax preparation. Get instant access to exclusive deals, limited-time offers and members-only perks on the products, services and experiences you need and love.

New to Working Advantage? Getting Started is Easy.

1. Visit WorkingAdvantage.com
2. Click Become a Member
3. Enter company code or work email to create an account
 - a. Company code: CPPFSAVINGS

For full flyer details contact fdnhr@cpp.edu

VEBA MEMBER SUPPORT

VEBA Member Support

VEBA Advocacy

- **What can Advocacy help with?**
 - Claims Issues
 - Authorization Issues
 - Benefit Questions
 - Access & Quality of Care Issues
 - Prescription Issues
- **How do I contact?**
 - Department Phone Number
 - 888-276-0250 (option 2)
 - Online Contact Form
 - vebaonline.com/contact
 - Department Email: advocacy@vebaonline.com
(District/Employer Use ONLY)

When inquiring on behalf of a VEBA member: please include member's name, DOB or SSN, phone or email, and if we should reply to the district or the member.

VEBA Operations

- **What can Operations help with?**
 - Enrollment Issues
 - Eligibility Issues
 - Inactive Coverage Issues
 - Demographic Changes
- **How do I contact?**
 - Department Phone Number
 - 888-276-0250 (option 3)
 - Department Email
 - operations@vebaonline.com

When inquiring on behalf of a VEBA member: please include member's name, DOB or SSN, phone or email, and if we should reply to the district or the member.



CPPE STUDENT SCHOLARSHIPS

Cal Poly Pomona Enterprises is pleased to collaborate with our partners to present deserving Enterprises student employees a generous scholarship to support their educational pursuits.

This scholarship is made possible through Dining Services beverage partnership with the Pepsi Bottling Group. Each selected scholarship recipient will receive up to 1000 Bronco Bucks for the academic year.

Criteria:

- Open to Undergraduate and Graduate students
- Must be a student enrolled in twelve (12) units or more and a Foundation employee when applying, at the time of award announcement, and at the time of distribution.
- Must have a minimum cumulative GPA of 2.0
- Must be currently employed by the Cal Poly Pomona Foundation/Enterprises (Bronco Bookstore, Village Housing, Foundation Dining Services, Kellogg West Hotel & Conference Center, The Farm Store, AGRIscales, Real Estate, Foundation Administration, Foundation HR, Financial Services, Foundation IT, Grants & Sponsored Programs, TRIO, and all Foundation supported units.)

The Foundation Scholarship Committee will review all applications. Winning students will be notified of their award by email.

Entry deadline is April 2, 2024

For more information please visit the Cal Poly Pomona Foundation Pepsi Scholarship webpage <https://foundation.cpp.edu/pepsi.aspx>



Pepsi Scholarship

For Foundation Student Employees
APPLY TODAY!

 **pepsi**  CAL POLY POMONA
ENTERPRISES



CPPE EMPLOYEE AWARDS

Cal Poly Pomona Athletics recognized Cynthia Delgado from CPPE Financial Services at their Faculty and Staff Appreciation Night! Cynthia was presented with a Recognition of Appreciation award for her exceptional work with student athletes.

Jason DeBellis, Manager of Enterprise Accounting & AR, was celebrated at the 2024 MPP Retreat, where he received The Human Deal Peer Recognition Award in the Shared Growth category. His nomination reflected his exceptional commitment and expertise within the organization, stating, “I would like to recognize Jason as a manager that has always stood out. Jason has very detailed, ingrained knowledge

of the Foundation and Campus’s past and present. Jason has always displayed that he is fully vested himself within the Foundations policies and procedures and their mission statement. Jason is staff member who goes above and beyond and always makes sure that everyone understands. Jason often displays pride in his work and always looks for ways to assist other units with improving their units processes. I appreciate that during budget time each year, you can always count on Jason to answer any questions with regards to the budget.”

Shari Benson, HR Director/CHRO of CPPE, was also honored at the 2024 MPP Retreat, receiving The Human Deal Peer Recognition Award in the Personal Growth category. Her nomination emphasized her outstanding dedication and growth within the organization, stating, “Shari has invested many hours of her time to ensure employees are gaining the necessary training needed to be able to do well in their jobs and roles. She has also done a great job of bringing in University partners into the relevant discussions. She cares about individual growth and at the same time, focuses strongly on ensuring the Enterprises as a whole is compliant with the broad standards that are applicable to the organization.”

Congratulations to Cynthia, Jason and Shari!



KELLOGG WEST

STAYCATION

Kellogg West is excited to offer guests a special discount for hotel accommodation from March 1 to April 30, just in time for the perfect spring break getaway!

Call 909-869-2222 to book.



YOU DESERVE A
STAYCATION

Enjoy **15% off** your stay with us when
you mention promo code: **STAYCATION**
909.869.2222

*Offer only valid when booking over the phone. Does not apply toward online reservations. Booked stay must be between March 1st thru April 30th, 2024. Other terms and conditions may apply.



WWW.KELLOGGWEST.COM



FINANCIAL SERVICES

Why do bulls make terrible salespeople?

They charge too much!

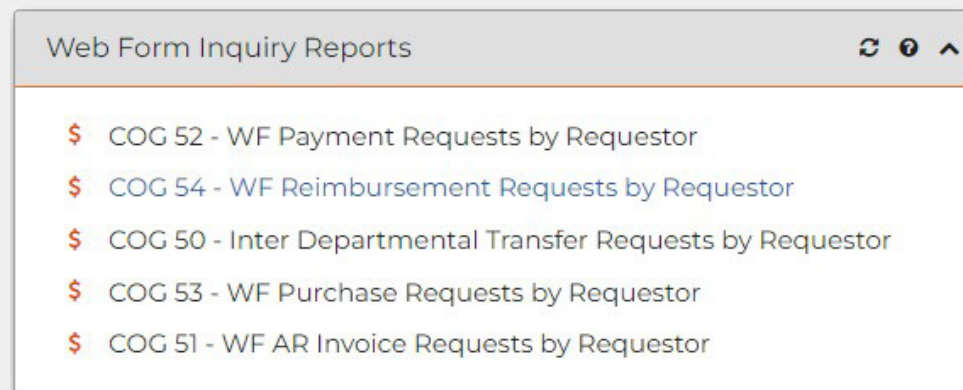
FORMS AND SECURITY

- In the interest of ensuring information remains secure, Enterprises will no longer be accepting Electronic Fund Transfer forms or EFTs (with banking information) via email or paper. For future EFT setup, please make the request with Enterprises AP (fdnap@cpp.edu).
- To setup new vendors, the request must be submitted through Enterprises AP (fdnap@cpp.edu) and include the vendor contact name and email address.
- For information security and privacy, only commonly used Financial Services forms will be available on website. All other forms request must be submitted to Enterprises Financial Services (fdnfs@cpp.edu)

WEBFORMS- IMPORTANT INFORMATION TO KNOW

Webform Inquiry Reports

Each webform type also has a webform inquiry report to help track the status of webforms. Select the report that correlates to the webform you submitted.



The screenshot shows a dropdown menu titled "Web Form Inquiry Reports" with a refresh icon, a search icon, and an expand icon in the top right corner. The menu lists five options, each preceded by a red dollar sign icon:

- \$ COG 52 - WF Payment Requests by Requestor
- \$ COG 54 - WF Reimbursement Requests by Requestor
- \$ COG 50 - Inter Departmental Transfer Requests by Requestor
- \$ COG 53 - WF Purchase Requests by Requestor
- \$ COG 51 - WF AR Invoice Requests by Requestor

FINANCIAL SERVICES CONT.

Webform Inquiry Reports- CONT.

You can enter your “creator name” to view webforms that you submitted and the date range you would like to view. Then click the finish button and you will see the list of webforms submitted and the status of each webform (Paid, Rejected, In Process, etc).

Learn how to submit webforms:
[HOW TO SUBMIT WEBFORMS.pdf](#)

COG 52 - WF Payment Requests by Requestor ▾

Cal Poly Pomona Foundation, Inc.
Payment Requests by Requestor

Enter the Creator:

Enter the Status (I = In Process, Blank for All):

Requests Submitted Since:

Ending Submission Date:

Cal Poly Pomona Foundation, Inc.
Payment Requests by Requestor
Includes Transactions From 10/01/2023 Through 01/04/2024

Date Requested	Set ID	Vendor ID	Vendor Name	Status	Invoice Number	Invoice Date	Invoice Total
JDEBELLI	Jason Debellis						
10/05/2023	RE023874	F63282	Cengage Learning Inc.	Paid	82713305	09/28/2023	1,395.00
10/05/2023	RE023875	F63282	Cengage Learning Inc.	Paid	82678882	09/26/2023	1,895.00
10/05/2023	RE023876	F63282	Cengage Learning Inc.	Paid	82657739	09/24/2023	1,395.00
10/05/2023	RE023877	F63282	Cengage Learning Inc.	Paid	82593895	09/19/2023	2,345.00
10/05/2023	RE023878	F63282	Cengage Learning Inc.	Paid	82593896	09/19/2023	995.00
10/05/2023	RE023879	F63282	Cengage Learning Inc.	Paid	82561397	09/17/2023	995.00
10/05/2023	RE023880	F63282	Cengage Learning Inc.	Paid	82468912	09/12/2023	395.00
10/11/2023	RE024006	F63282	Cengage Learning Inc.	Paid	80231845	01/22/2023	1,795.00
10/11/2023	RE024007	F63282	Cengage Learning Inc.	Paid	80210365	01/20/2023	85.00
10/11/2023	RE024008	F63282	Cengage Learning Inc.	Paid	80191832	01/20/2023	1,595.00
10/11/2023	RE024016	F75488	Charter Communications Holdings LLC	Paid	260012629	03/26/2023	500.00
10/13/2023	RE024033	F00527	Bronco Student Center - ASI	Rejected	103	10/11/2023	50.00
11/21/2023	RE024653	F63282	Cengage Learning Inc.	Error - Not Posted	82994333	11/19/2023	1,695.00
11/21/2023	RE024664	F75494	Paper Depot Document Destruction LLC	Paid	IN19285	10/06/2023	255.00
11/21/2023	RE024666	F63282	Cengage Learning Inc.	Paid	82468905	09/12/2023	2,145.00
11/22/2023	RE024672	F75587	Plaza West Covina LP	Paid	00005206	05/24/2023	6,900.00
12/19/2023	RE025052	F54907	Transworld Systems Inc.	Paid	A7807K	10/17/2023	762.50
01/02/2024	RE025081	F63282	Cengage Learning Inc.	In Process	83062818	12/15/2023	2,595.00

FINANCIAL SERVICES CONT.

Grants and Contracts Reminders

1. HR/Payroll related matters:

- a. **Approved ETF's** must be submitted two weeks to one month before starting to log time on your grant: Use notes section for detailed comments and dates (fdnhr@cpp.edu).
- b. **Student/Part time** employees are not eligible to work over 1,000 hours in ONE fiscal year July 1 through June 30.
 - i. If the employee goes over these hours, they become eligible for CALPers and your budget will be affected.
 - ii. Keep this in mind when you are approving hours and the employee is working on multiple grants.
 - iii. A 1000-hour report is available in UKG/Kronos to monitor that they are not exceeding the limit (If you need assistance, please reach out to payroll: fdnpayroll@cpp.edu).
- c. **Faculty Summer** hours can be claimed ONLY during the summer, winter break and spring break.
- d. Do not submit hours during the academic years unless you have been approved for OVERLOAD. Please review your budgets.
- e. HOURS must be logged in UKG/Kronos during the period for which you are working.
- f. **ONE TIME PAYMENT**- Are reviewed on a case-by-case basis: Use the notes section for detailed comments and dates.
- g. All **new or terminated employees** being hired or rehired will need to be **verified by HR and provide I9**.
- h. You must submit an ETF to terminate the employee once you have expended all salary/benefits funds on your grant or when the grant ends, whichever comes first.

2. When approving hours please confirm the cost center being charged for that employee is correct.
 - a. If there is an incorrect charge on your grant, it will be your responsibility to:
 - i. Complete an IDT.
 - ii. Obtain an earnings register for that employee.
 - iii. A memo from the employee stating the hours were supposed to be for another project and an explanation for the transfer of expense.
3. EFFORT Certification Forms - Reporting must be submitted on time. Top portion Part A should be provided at the beginning of the semester/bottom portion Part B finalized at the end of the semester.
 - a. Below is the link to the form.
 - b. Reach out to your college budget analyst or budget person to assist with approval process.

[FS04106F Appointment Authorization Effort Certification Form](#)

BRONCO BOOKSTORE

Buy any qualifying device, get
AppleCare+
FREE

Buy any M3, M3 Pro, or M3 Max Chip,
get **AppleCare+ \$25 off.**

☘ *It's your lucky day!* ☘

Offer valid March 1, 2024 - March 31, 2024



While supplies last. Terms & conditions apply.



DINING SERVICES

MEET THE TEAM:

Hanna Schneider is a second-year student studying International Business with a minor in Spanish and Economics. Hanna has worked with Enterprises as a Saddles barista for the past year.

Hanna enjoys the relationships and skills she's grown while working on campus, "Some of my best friends are my coworkers [and] I've learned how to be a better leader and how to handle high pressure situations," said Hanna.

Additionally, Hanna is grateful for the flexibility working on campus has been for her busy schedule. "I am a student athlete who's schedule is filled with class, practice and weightlifting," she said. "So having the opportunity to work in between everything and clock enough hours each week without having to rush off campus is very nice."

To find more about current job openings, please visit <https://foundation.cpp.edu/es/employment.aspx>.



DINING SERVICES EVENTS

BLACK HISTORY MONTH DINNER

Centerpointe partnered with CPP's Black Resource Center to celebrate and recognize Black History Month at "A Taste of Black History" dinner. Executive Chef Kris crafted a special menu of southern-inspired soul dishes such as chicken and crawfish etouffee, smoked alligator, vegan southern grits and so much more! Guests also enjoyed a special performance from the CPP Jazz Band!

Check out the recap video here: https://www.instagram.com/p/C3_J_rGskxr/



LUNAR NEW YEAR LUNCHEON

Centerpointe collaborated with CPP's Asian and Pacific Islander Student Center to commemorate and honor Lunar New Year. The event showcased a delightful luncheon menu featuring a variety of Asian favorites, including beef bulgogi, bibimbap, chicken banh mi, char siu bao and more. Attendees had the opportunity to make wishes upon the wishing tree and were entertained by a traditional dragon dance.



DINING SERVICES CONT.

DINING SERVICES EXPO

On February 15, the campus quad was transformed into Love & Eats: Dining Services Expo. This event served as a celebration of the campus dining experience. We welcomed over 30 of our convenience store vendors and dining locations to pass out free goodies and swag, complete with music, photobooth and a balloon twister. One lucky attendee won courtside Lakers tickets, courtesy of GOAT Fuel! Follow us to stay updated on Dining events: @CPPDining on [Instagram](#), [Facebook](#), and [X!](#)



SOCIAL MEDIA CORNER

February was a busy month for the social media team! Check out the highlights:



@BroncoBookstore:

“Happy Valentine’s Day! Treat your favorite, special Bronco with some super lovely CPP merch today!”



@CPPDining:

“Our first Dining Services Expo, Love & Eats, was a tremendous success yesterday! We hope Broncos enjoyed all the free snacks and good times while learning about our on-campus dining options!”

Be sure to follow Enterprises’ social media accounts to stay up to date with all the sales, promotions and events we host around campus!

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

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

FARM STORE

EGG HUNT & SPRING FUN ON THE FARM

Saturday, March 23 / 9 a.m. to 3 p.m. / AGRIsCAPES

Spring is coming, so come to the Egg Hunt & Spring Fun on the Farm Event! The Cal Poly Pomona Petting Farm will be open, and visitors can also go on the hay rides and the Cow Train. Egg Hunts are open to children from infants to 12 years of age; a time-slot reservation is required. **Cal Poly Pomona Enterprises employees are eligible for a 10 percent discount.** For more information, visit <https://www.cpp.edu/agriscapas/events/egg-hunt.shtml>.

SPRING ON THE FARM FIELD TRIPS AT AGRISCAPES

Tuesdays through Thursdays, April 9-25 / AGRIsCAPES

Discovery Farm at AGRIsCAPES is offering educational field trips for children from pre-school through 8th grade. The field trips involve touring the Children's Garden, visiting the Petting Farm, and pick-your-own produce from the farm. Space is limited. Make your reservation request at <https://www.cpp.edu/agriscapas/field-trips/field-trips.shtml>.



EMPLOYEE PROFILE

ISABEL CARRERO

Job title:

Marketing Student Assistant.

Length of employment:

One year and one month!

What are your biggest accomplishments?

Getting into a four-year university straight out of high school, and getting the opportunity to study abroad in South Korea!

What is your favorite movie?

10 Things I Hate About You.

What is your favorite song?

I have so many favorite songs... but I'll go with one of my top songs ever: Razorblade by The Strokes.

What are your hobbies?

I love music, so going to concerts has been a long-time hobby of mine. I also love exploring new cafes and trying all sorts of yummy teas (never coffee) with friends!

What is on your bucket list?

Lots more traveling!

If you could travel anywhere in the world, where would you go and why?

Amsterdam. The city's vibe seems so unique- plus the Netherlands is the birthplace of Miffy!



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, Philanthropic Foundation, 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.

