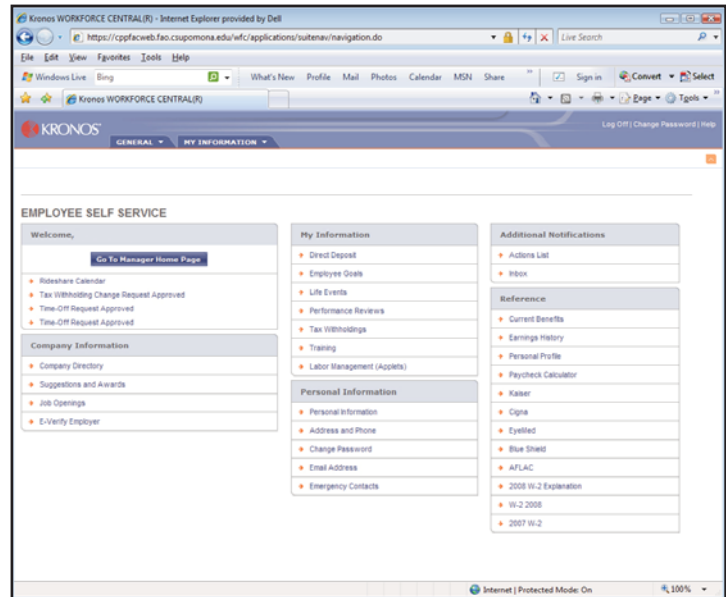


Major Kronos Upgrade

Foundation Employment Services and MIS successfully upgraded the Kronos Employee Management System from version 5.2 to 6.1 on August 27th, 2009.

Among other improvements, the new version provides better scheduling, self-service and biometrics capability. Training will be provided over the next few weeks on the new software. This successful upgrade was the result of the employees from both Employment Services and MIS working as a team; a special thanks to both Sharon Fradella and Francisco Velazquez for all the extra hours they put in to make this important upgrade a success.



Financial, Single and Child Care Audit Update

Vicenti Lloyd & Stutzman has completed the financial and single audits and Romero & Associates have completed the Child Care grant audit of Cal Poly Pomona Foundation for the fiscal year ended June 30, 2009.

The Foundation is expected to receive an unqualified financial statement opinion with no management letter comments, with no material weaknesses, reportable conditions and compliance issues noted proposed and/or discussed with management. The financial and single audit reports can be located on the Foundation website at www.foundation.csupomona.edu/financialreports.aspx. The 2008-09 financial and single audit reports will be available in the very near future.

On behalf of the management and staff of the Foundation, David Prenovost would like to thank everyone for their continued support and assistance to the Foundation, and look forward to working with you as we begin another academic year here at Cal Poly Pomona.

In this month's issue ...

- ◆ Major Kronos Upgrade
- ◆ Financial, Single and Child Care Audit Update
- ◆ Bi-tech 7i Implementation Update - September 2009
- ◆ Meal Reimbursement Costs

WHAT YOU SPEND ON CAMPUS ... STAYS ON CAMPUS.



Surplus funds generated by all Cal Poly Pomona Foundation operations go back to the University to provide financial and facility resources to benefit students, faculty and staff. For more information visit our website at www.Foundation.CSUPomona.edu



Bi-tech 7i Implementation Update September 2009

To minimize the number of usernames that each user has to maintain, we are going to change your existing Bi-tech user ID to the first 8 characters of your primary network login.

Your primary network login is the first login you use when you turn on your computer. Your Bi-tech password will remain the same for now. Our goal is to synchronize the Bi-tech user login with your primary network login through a software tool called LDAP. This will be done in the next 6 to 8 weeks.

After this conversion and the upgrade to IFAS7i in November, you will be able to login to the new Bi-tech Website with just your primary network login and password.

Meal Reimbursement Costs

Meal reimbursements are non-taxable and non-reportable if the following conditions apply:

Travel exceeds 24 hours and requires an overnight stay.

Reimbursement of meal expenses where no overnight stay occurred will be limited to breakfast if the travel occurs before 7:00 am or dinner if the travel ends after 6:00 pm and will be included as taxable income to the individual where deductions including Federal/State income tax and Social Security and Medicare taxes will occur. Per Internal Revenue Service guidelines, lunch cannot be reimbursed to the individual for travel where no overnight stay occurred.

If a state employee receiving travel reimbursements of this type is not a Foundation employee, the payment becomes complex. The individual will need to formally become a Foundation employee and complete an EFT form, I-9 and W-4 forms through Foundation Human Resources. The meal reimbursement would then be paid as salary payments via Foundation Payroll with appropriate tax deductions taken out of the meal reimbursement amount. A simpler approach would be to submit these expenses through your state accounts if possible and any other standard travel expenses through the Foundation.

For all meal reimbursements which are considered business meals, the name of every person attending the meal and exactly what business was discussed must be documented on the receipt. In addition, the business discussion must be detailed enough to determine the purpose of the business meal including agendas and/or a detailed description of what business was discussed. It is not acceptable to give a one line description of the purchase of the meal. All business meal reimbursements that do not have the proper documentation attached can not be processed until we have received the information.