

CHRS

Common Human Resources System

Budget Updates

By Budget Planning & Administration



Agenda

- New Budget Staff
- CHRS Changes
- New Active Position Report
- Position Info Resources

New Team Members

- Kendall Newman, Budget Director
- Natalie Daniel, Associate Vice President

CHRS Changes

- New position numbers
 - Old #00007219 vs. New #10029585
- New active position report (replacement to SACHR025)
- TAE
 - Budget Office not in workflow, so important to select correct position number

Resources

- BPA Forms
 - Student Position Numbers
 - HR Adjustments
 - "Reports To" Changes
- Position Management Information
- Active Position Report Guide
(*Coming Soon!*)
- CHRS Position Management
recorded training (*Coming Soon!*)

About Budget Planning & Administration

Budget Planning & Administration (BPA) supports the campus by estimating and allocating the fiscal resources needed by divisions and programs working to achieve student success and implement imperatives. In collaboration with the President's Budget Advisory Committee, BPA facilitates a transparent budget development process that considers and makes funding recommendations for the upcoming fiscal year. More specifically, the BPA team analyzes historical and anticipated expenditures, prepares various expense and funding scenarios, and documents budget decisions. BPA also allocates funds in alignment with the approved budget and as received by the Chancellor's Office, monitors expenses and fund balances throughout the year, and effectuates fund transfers as needed and requested by divisions. In addition, BPA serves as a resource across the campus to analyze and make recommendations on the fiscal impact of decisions, such as developing pro-formas for capital projects, analyzing changes to Category IV and V fees, reviewing the fiscal health of auxiliaries and self-support organizations, and managing position changes.

Budget Information

- Annual Reports
- Category IV & V Fees
- General Operating Fund Budget
- President's Budget Advisory Committee (PBAC)
- BPA Forms

Budget Dashboard

- 2024-25 Operating Fund Budget - Allocation Summary PDF

General Operating Fund Benefit Rates

- 2024-25 Benefit Rates Chart PDF

Position Management Information

- Policy
- Guidelines PDF
- New Position Request Workflow PDF
- Workload Analysis Examples PDF
- Position Number Information PDF
- New Position Questionnaire
- Position Management Crosswalk PDF
- FAQs PDF

Active Position Report

My Sac State Employee Portal

Go to: [Guest Portal](#) [Welcome Screen](#)

Search csus

DL Welcome, Diana Lynch

[Manage Password](#) >

ENS Update Your Notification Preferences

Emergency Notification System
Update your CMS information to receive urgent campus safety notifications.

Need Technical Assistance?

[Get IT Support & Consultation](#)

Employee Quick Links

Common Human Resources System (CHRS)
Employee Self Service, Manager Self Service, Functional Access

CMS Campus Solutions (SA) Access

CFS Finance Access

Page Up (CHRS Recruiting)

Cognos

CSU Learn

LinkedIn Learning

Employee Assistance Program (Password: SacState)

Personal/Campus Directory/ENS

Navigation:

- Under Team Content > Human Resources > CHRS Department Users
- Then select the “Active Position Report (SACHR025)” tile:

CHRS Department Users

My content **Team content** Samples

[Team content](#) / [Human Resources](#) / CHRS Department Users

Active Position Report
(SACHR025)

Last Accessed
3/20/2025, 4:50 PM

CSUS Home
- SACHR023

Last Accessed
3/20/2025, 4:50 PM



Active Position Report (SACHR025)

DESCRIPTION

This report provides a list of active positions based upon selection criteria. To refine your selection, choose from the options below. After all selections have been made, click the FINISH button at the bottom of this page to run the report. Data is refreshed overnight from CHRS. Updates will not reflect same day changes.

Refine Your Selection Below:

1)
As Of Date:

2025

Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Special Instructions:

Required: Select desired Date.

2)
Department(s):

10000
10001
10100
10200
10201
10700
10900
10901
11300
11400
11600
11601
11700
11701
11800
11900
12000
12100
12200

Select all Deselect all

Required: Select desired department(s).

3)
Cancel Finish



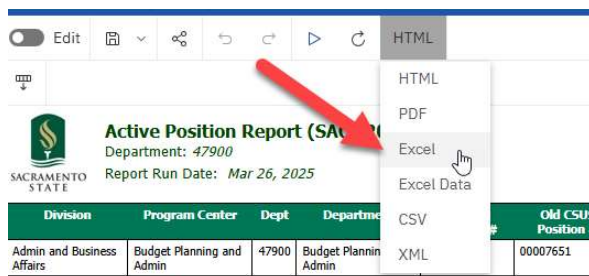
Active Position Report (SACHR025)

Department: 47900

Report Run Date: Mar 24, 2025

Division	Program Center	Dept	Department	CHRS Position #	Old CSUS Position #	Position Description	EffDt	Job Code	Emplid - CHRS	Emplid - CSUS	Empl RCD	Name	Max Count	Pool	Job Share	Union	FTE	Reg/Temp	Grade	Fiscal Yr	Account	Fund Code	Class	Program Code	Reports to Pos #	Reports to Name
Admin and Business Affairs	Budget Planning and Admin	47900	Budget Planning & Admin	10030158	00007651	BPA AA/S EXII-12 MO	2024-11- 01	1038	100080211	212770455	0	Cambric,Whitney K	1	106	N	R09	1	R	3	2024	601300	MDS01			10038303	Newman,Kendall Reann
Admin and Business Affairs	Budget Planning and Admin	47900	Budget Planning & Admin	10038303	00016804	Administrator II	2024-09- 25	3312	100083166	215573021	0	Newman,Kendall Reann	1	106	N	M80	1	R	1	2024	601201	MDS01			10035536	Daniel,Natalie
Admin and Business Affairs	Budget Planning and Admin	47900	Budget Planning & Admin	10031192	00008787	BPA AA/S Ex I-12 MO	2024-07- 01	1038	100086513	218700145	0	Rodriguez,Karla Estefania	1	106	N	R09	1	R	3	2024	601300	MDS01			10038303	Newman,Kendall Reann
Admin and Business Affairs	Budget Planning and Admin	47900	Budget Planning & Admin	10029750	00007219	BPA AA/S EXIII-12 MO	2024-11- 01	1038	100090119	220265163	0	Lynch,Diana M	1	106	N	R09	1	R	4	2024	601300	MDS01			10038303	Newman,Kendall Reann
Admin and Business Affairs	Budget Planning and Admin	47900	Budget Planning & Admin	10030627	00008155	BPA AA/S-EI 12MO	2024-11- 01	1038	100092029	223029586	0	Whitfield,Alexis Caroline	1	106	N	R09	1	R	2	2024	601300	MDS01			10038303	Newman,Kendall Reann
Admin and Business Affairs	Budget Planning and Admin	47900	Budget Planning & Admin	10035536	00014001	BPA Admin III	2025-02- 27	3306	100092302	223034058	0	Daniel,Natalie	1	106	N	M80	1	R	1	2024	601201	MDS01			10039053	McAlary,Christopher

- Export to Excel by selecting the “HTML” drop-down



Access to the report

- If access is needed for campus reports, ask your department contact to submit a [CARS request](#) on your behalf for SAC_RPTHRALL
- If you can see the Active Position Report in Cognos, but don't see your deptIDs, request this HR reporting role: DEPARTMENT HR REPORTS

Role Descriptions located here:
<https://www.csus.edu/information-resources-technology/accounts-access/cars-information-tables.html#low-risk-role-descriptions>

Low Risk Role Request

HR Low Risk Role Action	HR Low Risk Role Type
ADD	DEPARTMENT HR REPORTS

CHRS

Common Human Resources System

Q&A

