

CHRS

Common Human Resources System



Time and Absences

CHRS

Common Human Resources System

Agenda:

- Project Overview
- Employee Self Service: Time and Absences
- Summary of Changes
- Sneak Peek: Managers and Timekeepers
- Questions/Feedback
- Topics for Next Workshop



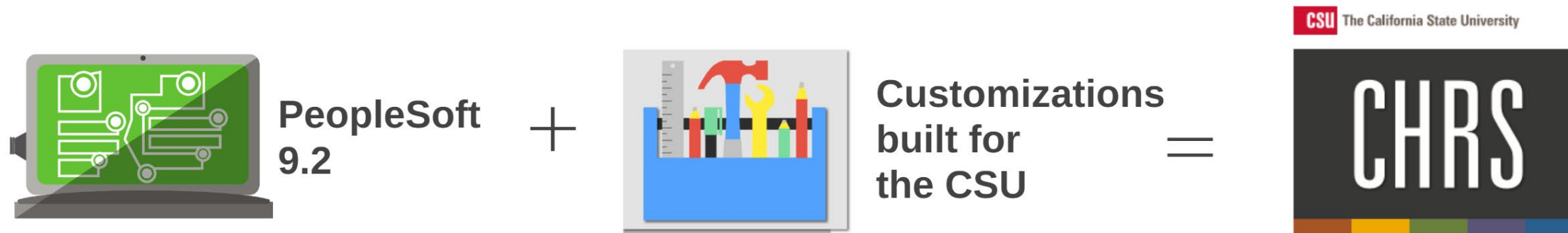


What is CHRS?

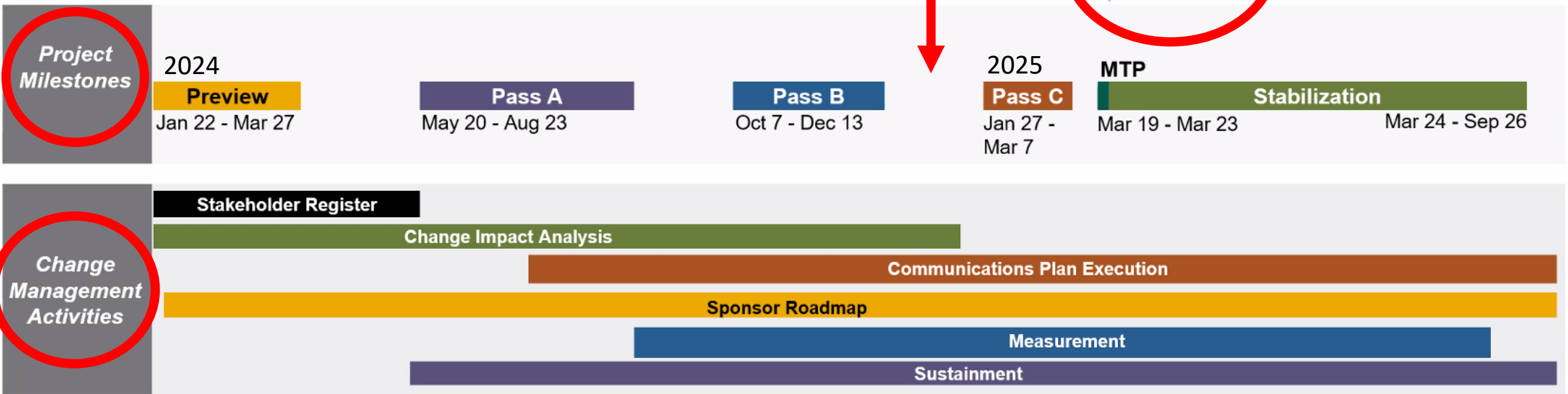
- The Common Human Resources System (CHRS) is a project to move all campuses to a standard HR platform
- The core HR system is based on PeopleSoft 9.2 with customizations for CSU

Why CHRS?

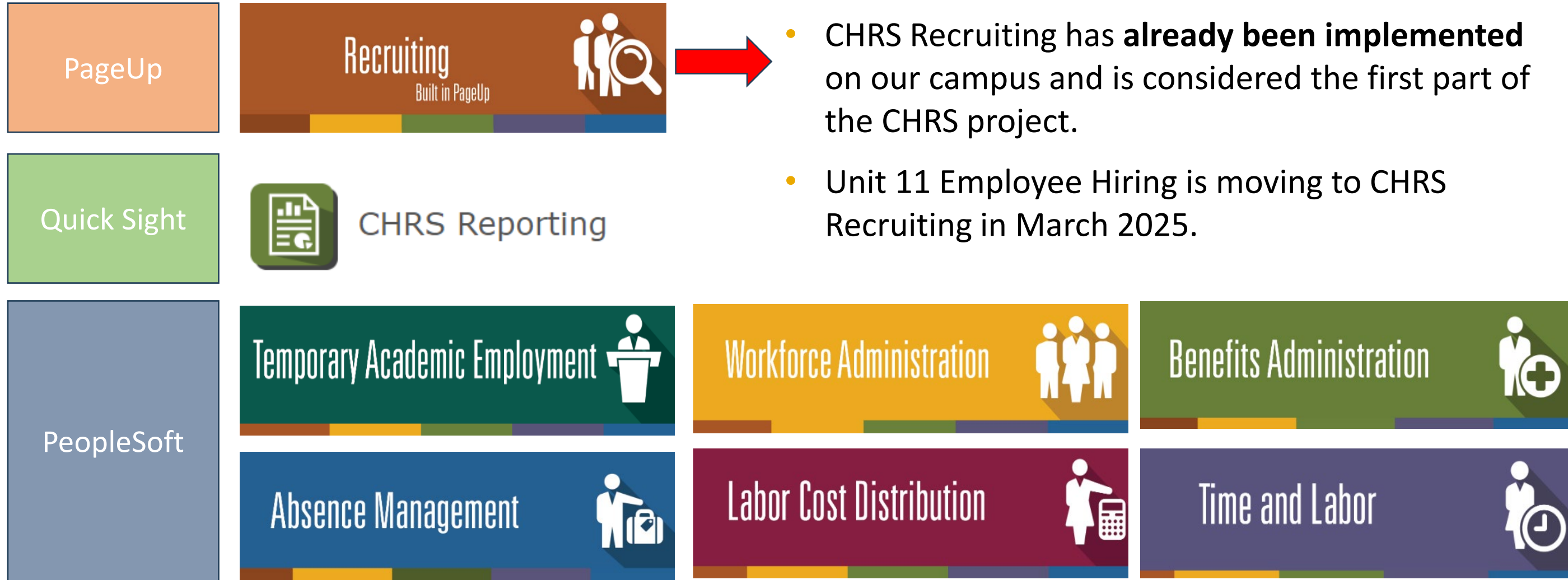
- Utilize new functionality, streamline processes and share best practices
- Enhance reporting with standardized data to assist in decision making
- Facilitate campus cross collaboration and systemwide training materials
- Improve user experience with future mobile access to HR services



Project Timeline



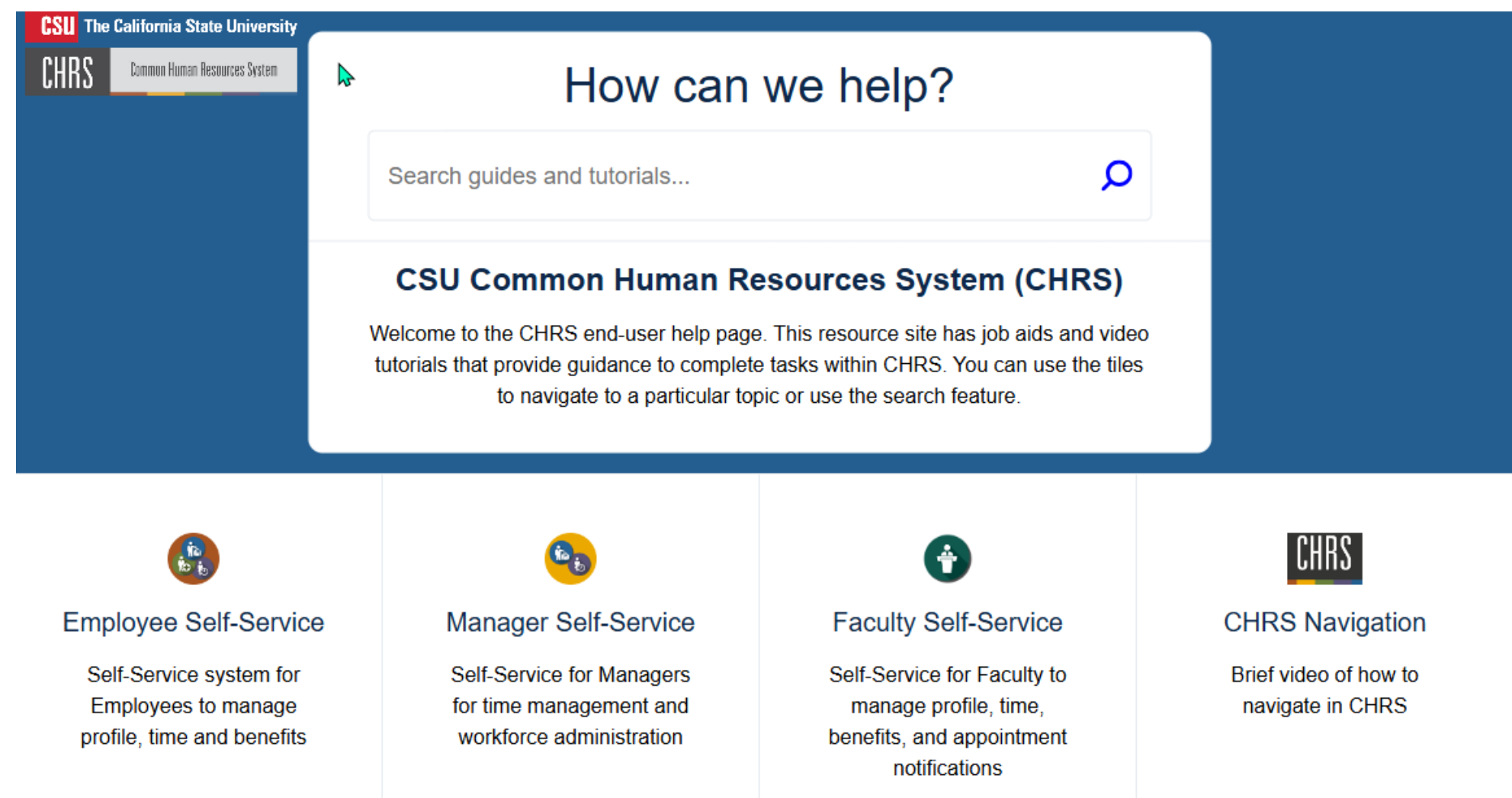
What is included in CHRS?



- CHRS Recruiting is built in PageUp.
- CHRS Recruiting has **already been implemented** on our campus and is considered the first part of the CHRS project.
- Unit 11 Employee Hiring is moving to CHRS Recruiting in March 2025.

Just-in-Time Training

**Online
Job Aids
and Videos**



How can we help?

Search guides and tutorials...

CSU Common Human Resources System (CHRS)

Welcome to the CHRS end-user help page. This resource site has job aids and video tutorials that provide guidance to complete tasks within CHRS. You can use the tiles to navigate to a particular topic or use the search feature.

- Employee Self-Service**
Self-Service system for Employees to manage profile, time and benefits
- Manager Self-Service**
Self-Service for Managers for time management and workforce administration
- Faculty Self-Service**
Self-Service for Faculty to manage profile, time, benefits, and appointment notifications
- CHRS Navigation**
Brief video of how to navigate in CHRS

Spring 2025

- Presentations
- Training Schedule TBA
- Training occurs closer to Go-Live on March 24
 - Before Go-Live
 - Post Go-Live training

CHRS

Common Human Resources System

Employee Self Service Time and Absences

WHAT'S NEW?

Single link on
the My Sac
State Portal to
CHRS

Custom links to
Self Service
menus no
longer available



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
- CMS Student Services Center
- CFS Finance Access
- Page Up (CHRS Recruiting)
- Cognos
- CSU Learn
- LinkedIn Learning
- Employee Assistance Program (Password: SacState)
- Personal/Campus Directory/ENS

Latest News

Sac State students document complex history of Sutter's Fort through photography project
Assistant Professor of Photography and Social Practice Eliza Gregory leads student photographers in exploring the iconic Sacramento...



Popular Tools and Resources



Important Dates and Deadlines

Academic Calendar

Sac State Featured Events

- Dec 9-13 | **Fall 2024 Finals Week**
Sac State Featured...
- Dec 11 4:00 PM | **60th Anniversary: Virtual Continuin...**
Sac State Featured...
- Dec 14 8:00 AM | **2024 Winter Commencement ...**
Sac State Featured...



Employee Self Service Time and Absences


CSU The California State University | ⌚ | ❤️ | Menu ▾ | Search in Menu 🔍 | 🏠 | ⋮ | 🔗

Employee Self Service ▾ | < 2 of 2 > | ⋮

WHAT'S NEW?

New landing page upon login

CSU TAE Appt Notice

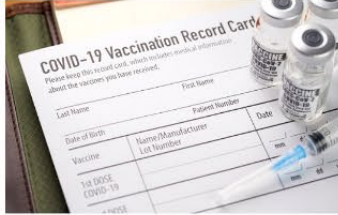


Open Enrollment


~Coming in 2025~

No Enrollment Available At This Time


COVID 19 Self-Certification




CSU Time




CSU Personal Details




CSU Benefits Summary




CSU Life Events




Hire/Newly Eligible Enrollment




Benefit Statements



CSYou Benefits



View Paycheck Cal Employee



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• 10

Employee Self Service ▾

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WHAT'S NEW?

CSU Time menu options are re-organized

Reporting/ Approving deadline managed by CO

The grid contains the following tiles:

- CSU TAE Appt Notice**: Icon of a briefcase with an arrow.
- Open Enrollment**: Text "No Enrollment Available At This Time".
- COVID 19 Self-Certification**: Icon of a vaccination record card and vials.
- CSU Time**: Icon of a person and a clock.
- CSU Personal Details**: Icon of a person and a pencil.
- CSU Benefits Summary**: Icon of a person, a list, a plus sign, and a house.
- CSU Life Events**: Icon of a person, a list, a plus sign, and a house.
- Hire/Newly Eligible Enrollment**: Icon of a person, a list, a plus sign, and a house.
- Benefit Statements**: Icon of a person, a list, a plus sign, and a house.
- CSYou Benefits**: Icon of a person, a list, a plus sign, and a house.
- View Paycheck Cal Employee**: Icon of a magnifying glass over a document.

The dropdown menu for CSU Time includes the following items:

- Timesheet** (with an up arrow)
- Enter Time** (highlighted in orange)
- Exceptions**
- CSU Report No Leave Taken**
- Weekly Time Summary**
- Payable Time**
- Request Absence**
- Cancel Absences**
- View Requests**
- CSU Employee Balance Inquiry**

The screenshot displays the CSU Employee Self Service interface. At the top, there is a navigation bar with the CSU logo, a search bar, and utility icons. Below this is a main menu area with a grid of service tiles. A sidebar menu on the right is open, showing a list of options under the 'CSU Time' header. A red circle highlights the 'Timesheet' option, and a red arrow points from the 'Enter Time' button in the sidebar to the 'CSU Time' tile in the main grid.

WHAT'S NEW?

Compensatory Time Off (CTO) is managed on the "Enter Time" page under "Timesheet"

Service Tiles:

- CSU TAE Appt Notice
- Open Enrollment (No Enrollment Available At This Time)
- COVID 19 Self-Certification
- CSU Time
- CSU Personal Details
- CSU Benefits Summary
- CSU Life Events
- Hire/Newly Eligible Enrollment
- Benefit Statements
- CSYou Benefits
- View Paycheck Cal Employee

CSU Time Sidebar Menu:

- Timesheet
- Enter Time
- Exceptions
- CSU Report No Leave Taken
- Weekly Time Summary
- Payable Time
- Request Absence
- Cancel Absences
- View Requests
- CSU Employee Balance Inquiry

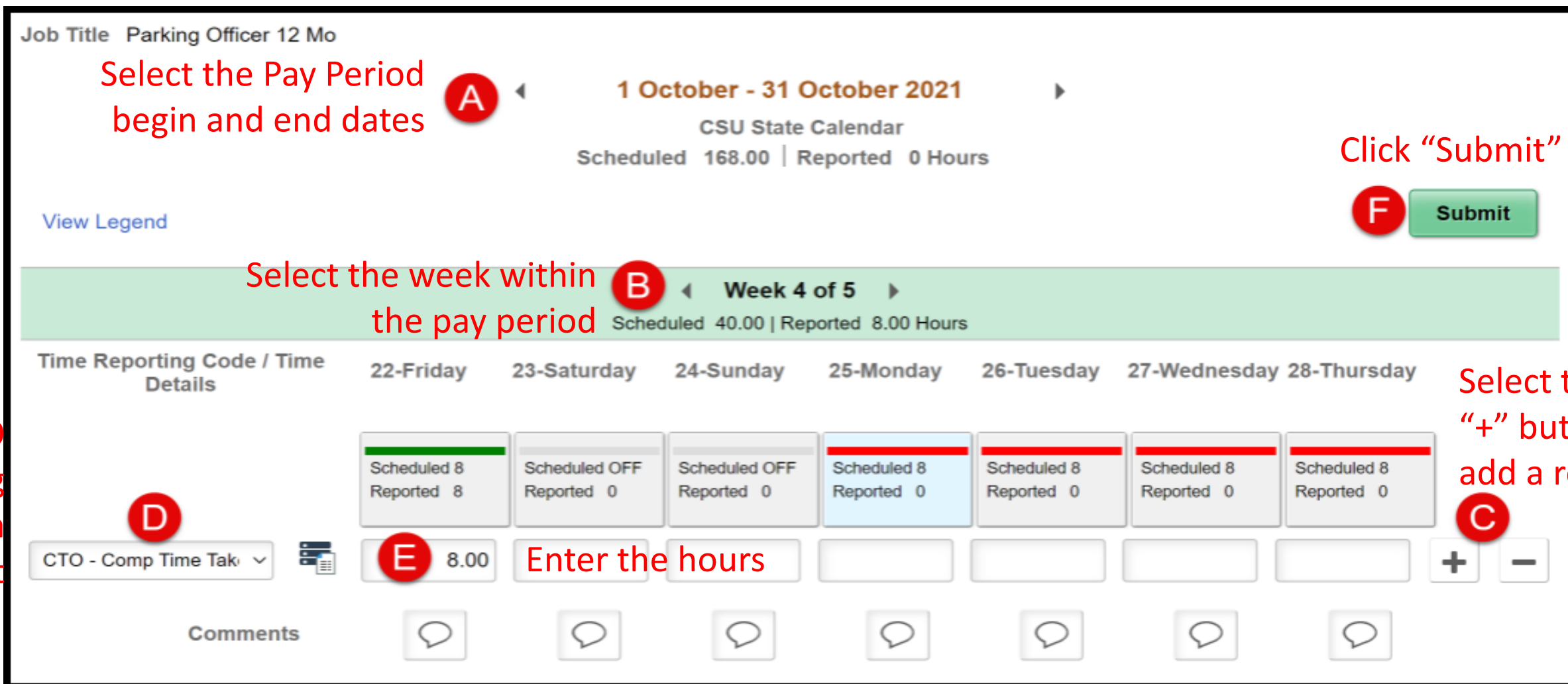


Enter Hourly Time



CSU Time > Enter Time (for CTO)

**WHAT'S
NEW?**



Job Title Parking Officer 12 Mo

Select the Pay Period begin and end dates **A** ◀ 1 October - 31 October 2021 ▶
CSU State Calendar
Scheduled 168.00 | Reported 0 Hours

View Legend **F** Submit

Select the week within the pay period **B** ◀ Week 4 of 5 ▶
Scheduled 40.00 | Reported 8.00 Hours

Time Reporting Code / Time Details	22-Friday	23-Saturday	24-Sunday	25-Monday	26-Tuesday	27-Wednesday	28-Thursday
	Scheduled 8 Reported 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0
D CTO - Comp Time Tak	E 8.00						C + -
Comments							

Select the CTO
Time Reporting
Code (TRC) from
the drop list

Select the
“+” button to
add a row

Employee Self Service ▾

< 2 of 2 >

WHAT'S NEW?

“No Leave Taken” becomes a separate “CSU Time” menu option

The main content area features a grid of ten service tiles. The 'CSU Time' tile is highlighted with a red arrow pointing from the 'WHAT'S NEW?' text. Other tiles include 'Open Enrollment' (No Enrollment Available At This Time), 'COVID 19 Self-Certification', 'CSU Personal Details', 'CSU Benefits Summary', 'CSU Life Events', 'Hire/Newly Eligible Enrollment', 'Benefit Statements', 'CSYou Benefits', and 'View Paycheck Cal Employee'.

The 'CSU Time' menu is expanded, showing options: Timesheet, Enter Time, Exceptions, CSU Report No Leave Taken (circled in red), Weekly Time Summary, Payable Time, Request Absence, Cancel Absences, View Requests, and CSU Employee Balance Inquiry.

CSU Time > No Leave Taken > Submit

WHAT'S NEW?

“No Leave Taken” becomes faster and easier to submit!

Pay Bgn Dt

Pay End Dt

1 Verify the Pay begin and end dates

No Leave Taken

	No Leave Taken	Pay Bgn Dt	Pay End Dt	WF Status	Comment
1	NLT- No Leave Taken	03/01/2024	03/31/2024		

To the best of my knowledge and belief, the information submitted is accurate and in full compliance with leg

Click “Submit”

CSU Time > No Leave Taken > Submit

WHAT'S NEW?

Submission of No
Leave Taken
pending
manager's
approval.

The Submit Has Been Processed.

Submit Confirmation

✓ Please See the Status Below.

CSU AM Approvers

▼ :Pending
NLT Approvals
Pending
🕒 Absence By Pos Mgmt

CSU Time > No Leave Taken

KEY POINTS

If working multiple jobs, repeat the procedure for the remaining jobs.

- Complete procedure for each applicable job separately.
- Not all jobs are eligible for absence management.

Void/Un-void NLT:

- An NLT Void job runs twice daily (at noon and 7 pm)
- Voids any NLT entry that covers a period where some type of leave is used, regardless of whether the NLT entry is approved.
- Un-voids an entry if all leave entries in the period are removed.

CSU Time > Payable Time

**WHAT'S
NEW?**

Use Payable Time option to confirm time has been reported

CSU Time

- Timesheet ^
- Enter Time**
- Exceptions
- CSU Report No Leave Taken
- Weekly Time Summary
- Payable Time**



*From: 10/01/2023

*Through: 10/31/2023

Payable Time Summary

Summary | Detail

Time Reporting Code	Unit	Quantity
Regular Hours Worked	Hours	40.00
Total	Hours	40.00

Employee Self Service ▾

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WHAT'S NEW?

“Request Absence” is a **new option** with an approval workflow

“Request Absence” **prior** to using a vacation day



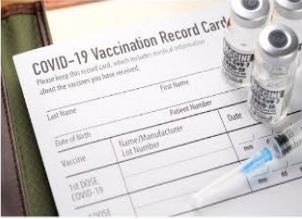
CSU TAE Appt Notice




Open Enrollment

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Benefit Statements











CSYou Benefits



View Paycheck Cal Employee



CSU Time

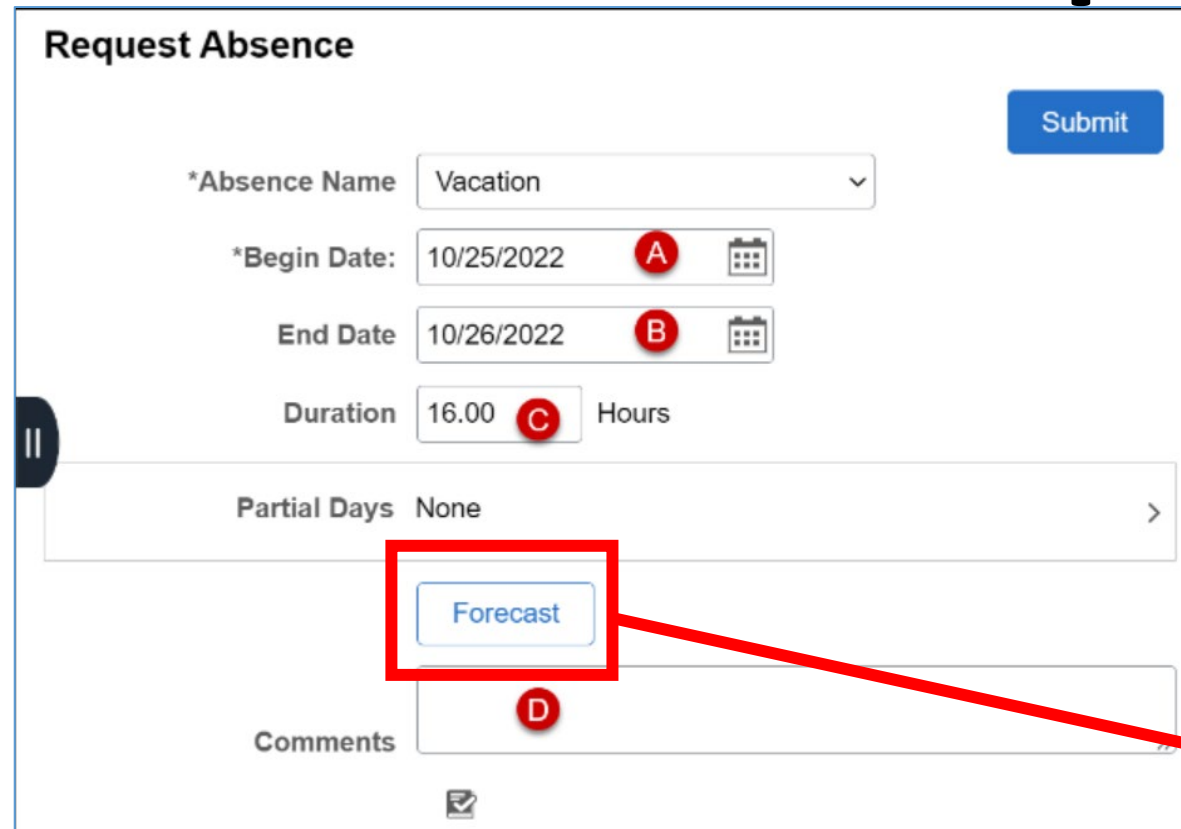
-  Timesheet
- Enter Time**
- Exceptions
-  CSU Report No Leave Taken
-  Weekly Time Summary
-  Payable Time
-  **Request Absence**
-  Cancel Absences
-  View Requests
-  CSU Employee Balance Inquiry

CSU Time > Request Absence

WHAT'S NEW?

New "Forecast" feature predicts the future leave balance

Both employees and approvers can forecast balances (for leaves that accrue) prior to submitting or approving



Request Absence

Submit

*Absence Name: Vacation

*Begin Date: 10/25/2022 (A)

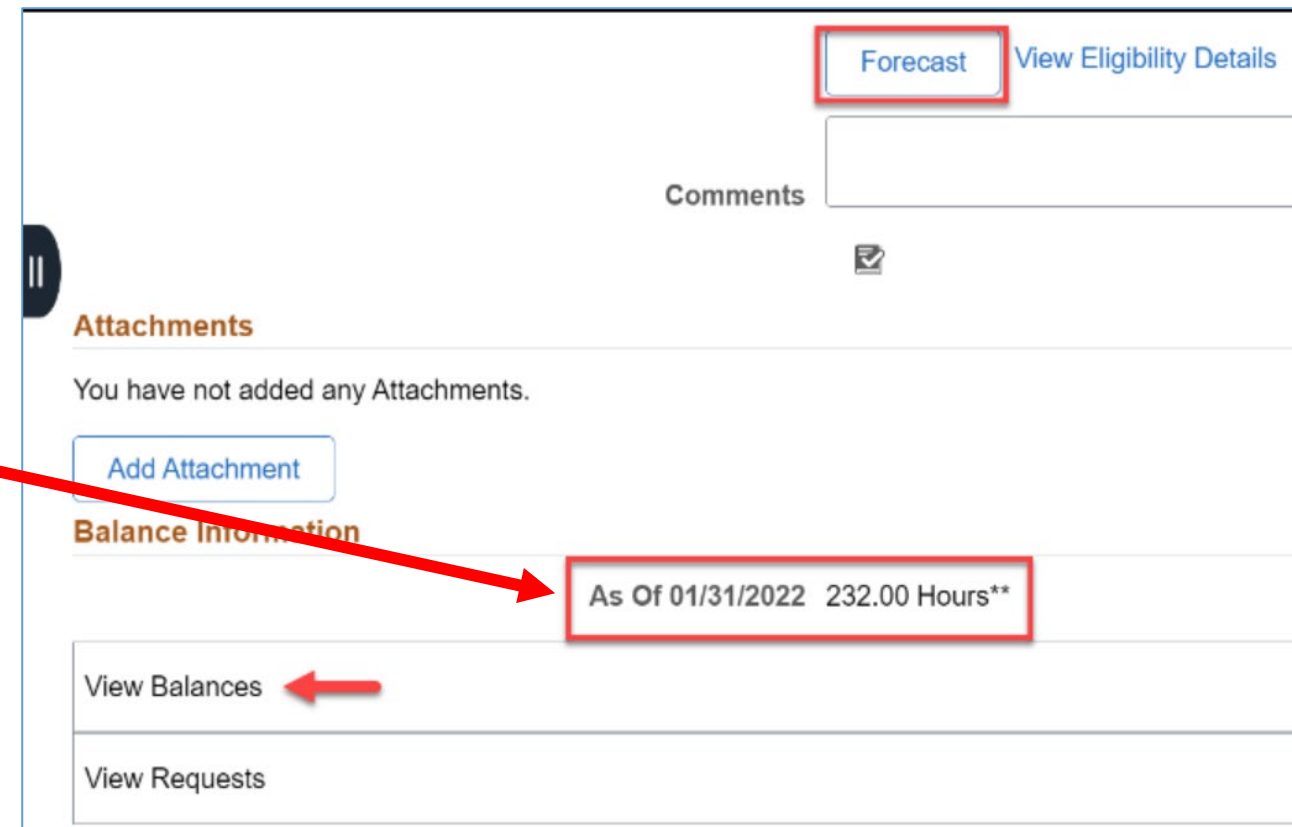
End Date: 10/26/2022 (B)

Duration: 16.00 (C) Hours

Partial Days: None

Forecast (D)

Comments



Forecast View Eligibility Details

Comments

Attachments

You have not added any Attachments.

Add Attachment

Balance Information

As Of 01/31/2022 232.00 Hours**

View Balances

View Requests

CSU The California State University | Menu | Search in Menu | Home | 2 of 2

Employee Self Service

WHAT'S NEW?

“Cancel Absences” to delete a requested absence

“View Requests” to review submitted absences

CSU Time

- Timesheet
- Enter Time**
- Exceptions
- CSU Report No Leave Taken
- Weekly Time Summary
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DRAFT

Change Impact Overview: Employee Self Service > Time and Absences

- *Custom Employee Self Service with various links from My Sac State Portal*
- *Separate menu groups for Time Reporting and Absence Management*
- *Submissions deadlines managed by Payroll Office*
- *System reminders will no longer occur*
- *Compensatory Time Off (CTO) Entered in Absence Management*
- *“No Leave Taken” is not a separate menu option*
- *“Report Absence” which implies retroactive reporting*

BEFORE

Change Impact Overview: Employee Self Service > Time and Absences

AFTER

- *CHRS delivered Employee Self Service with single CHRS link from My Sac State Portal*
- *Time Reporting and Absences under “CSU Time” tile*
- *Submission deadlines managed by Chancellor’s Office*
- *“No Leave Taken” setup as separate menu option*
- *CTO Entered in Timesheet>Enter Time*
- *“Request Absences” with “Forecast” for accrued leaves (expects proactive reporting)*

CHRS

Common Human Resources System

Sneak Peek

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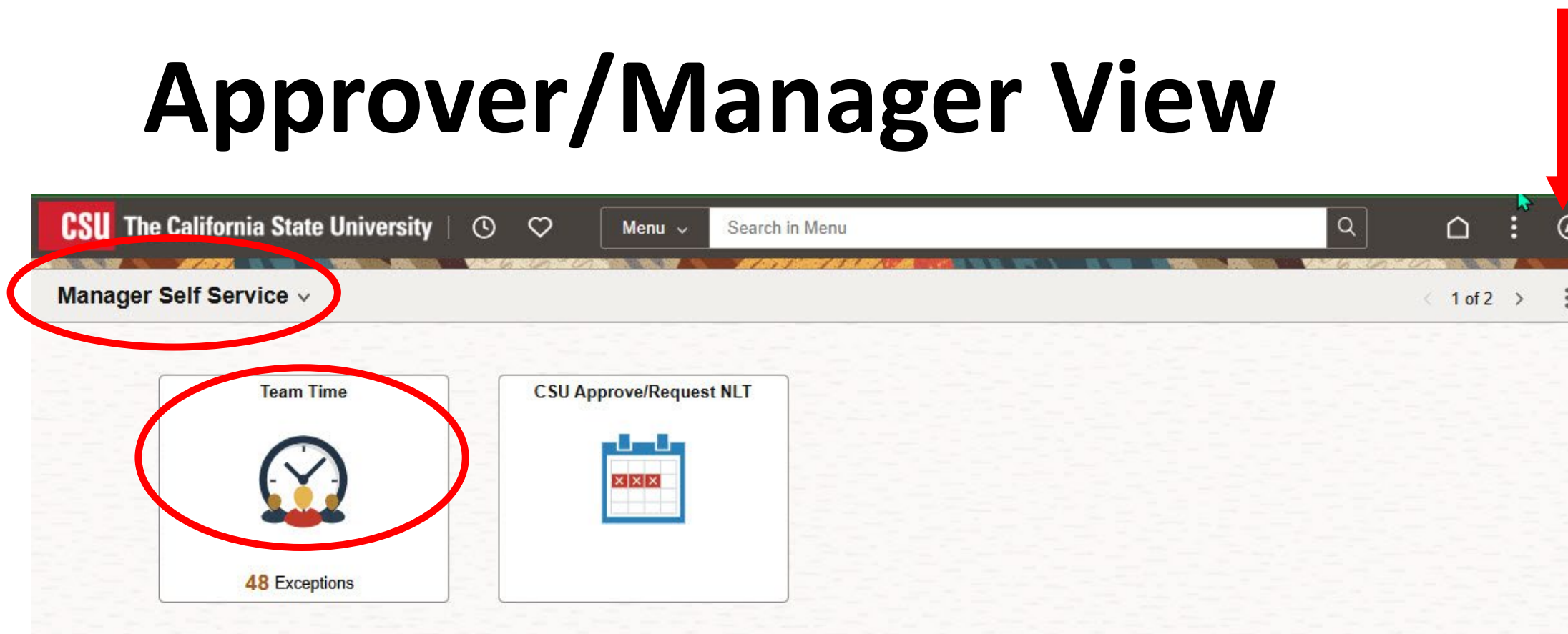
WHAT'S NEW?

New landing page
upon login

Team Time Tile for
quick access to
some menu options

Navigation menu
for Time and Labor
options

Approver/Manager View



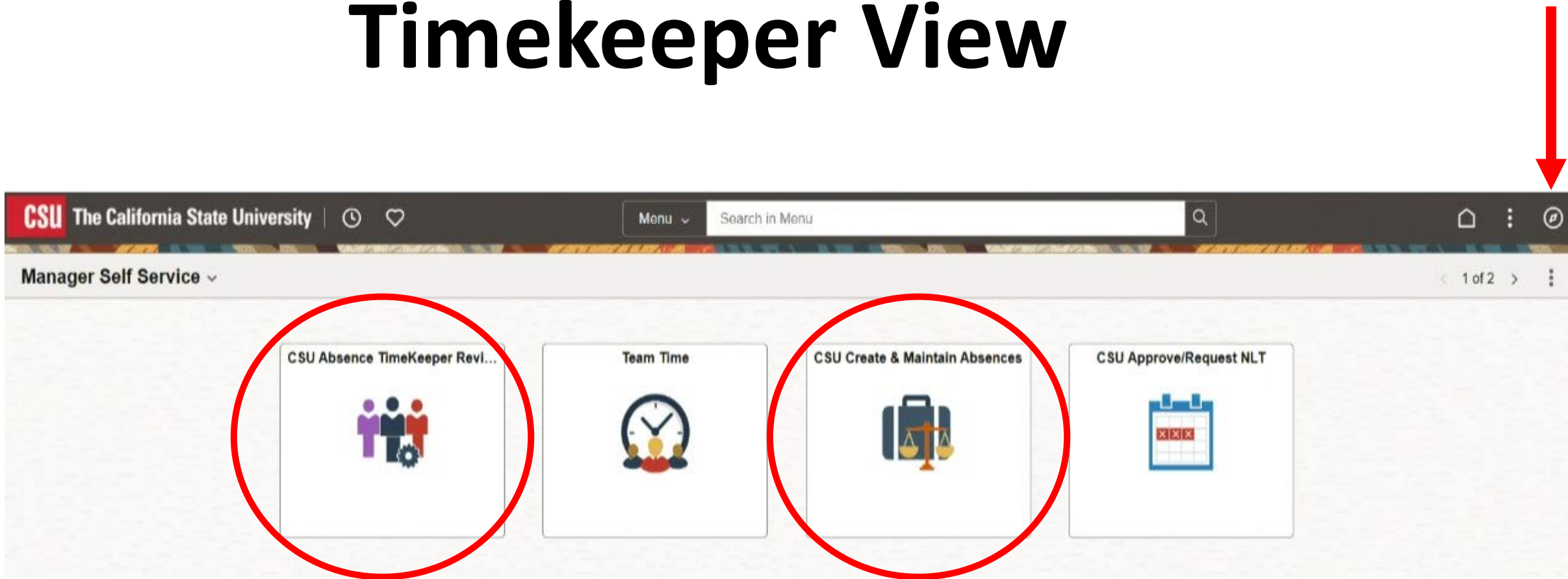
Timekeeper View

**WHAT'S
NEW?**

CSU Absence
Timekeeper
Review

CSU Create &
Maintain
Absences

Navigation menu
for Time and
Labor options





QUESTIONS?



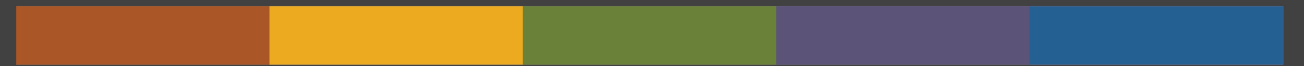
CHRS Website:



THANK YOU

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