

CHRS

Common Human Resources System



Time and Absences

CHRS

Common Human Resources System

Agenda:

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

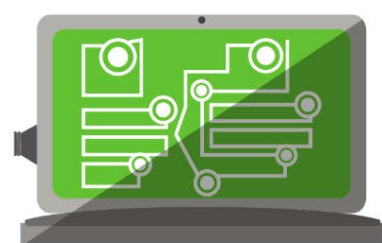


What is CHRS?

- 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



PeopleSoft
9.2

+



Customizations
built for
the CSU

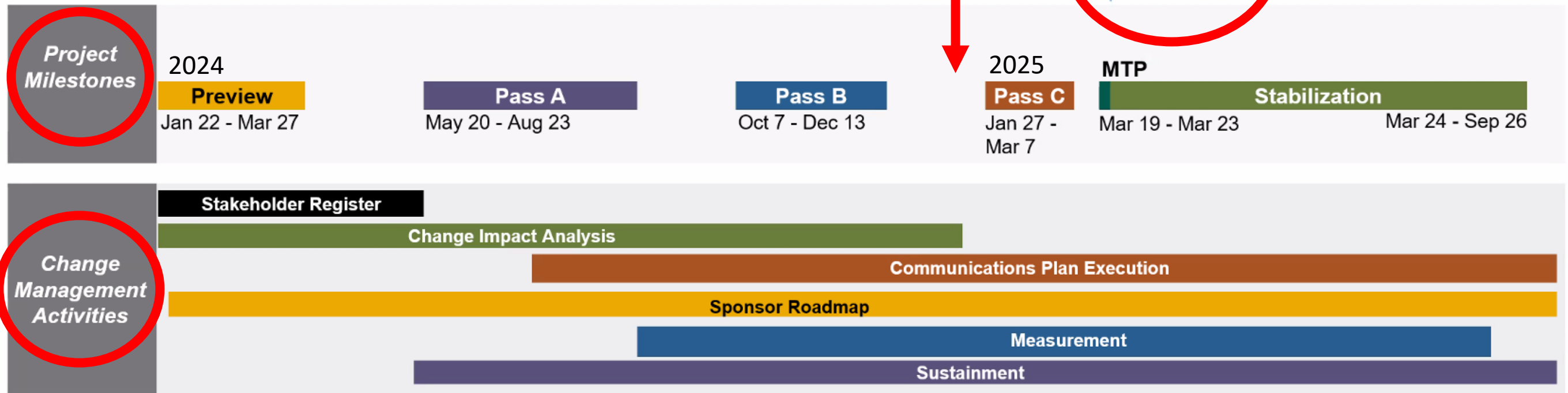
=

CSU The California State University

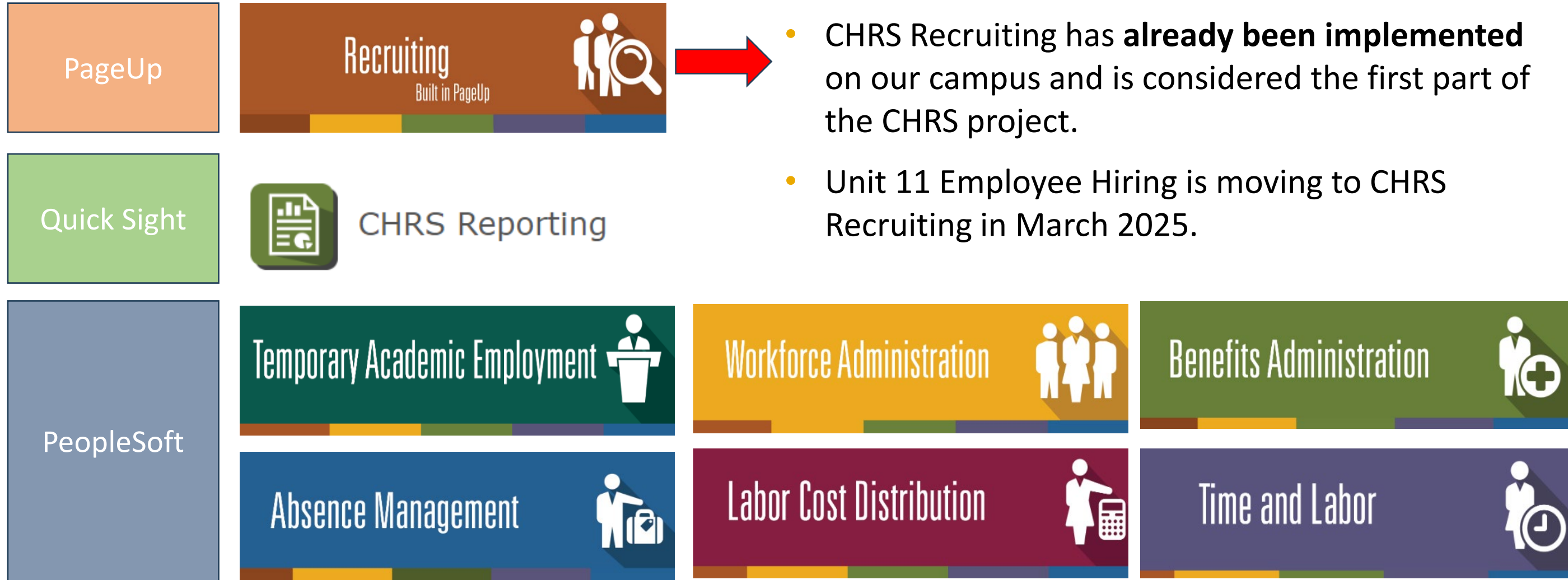




Project Timeline



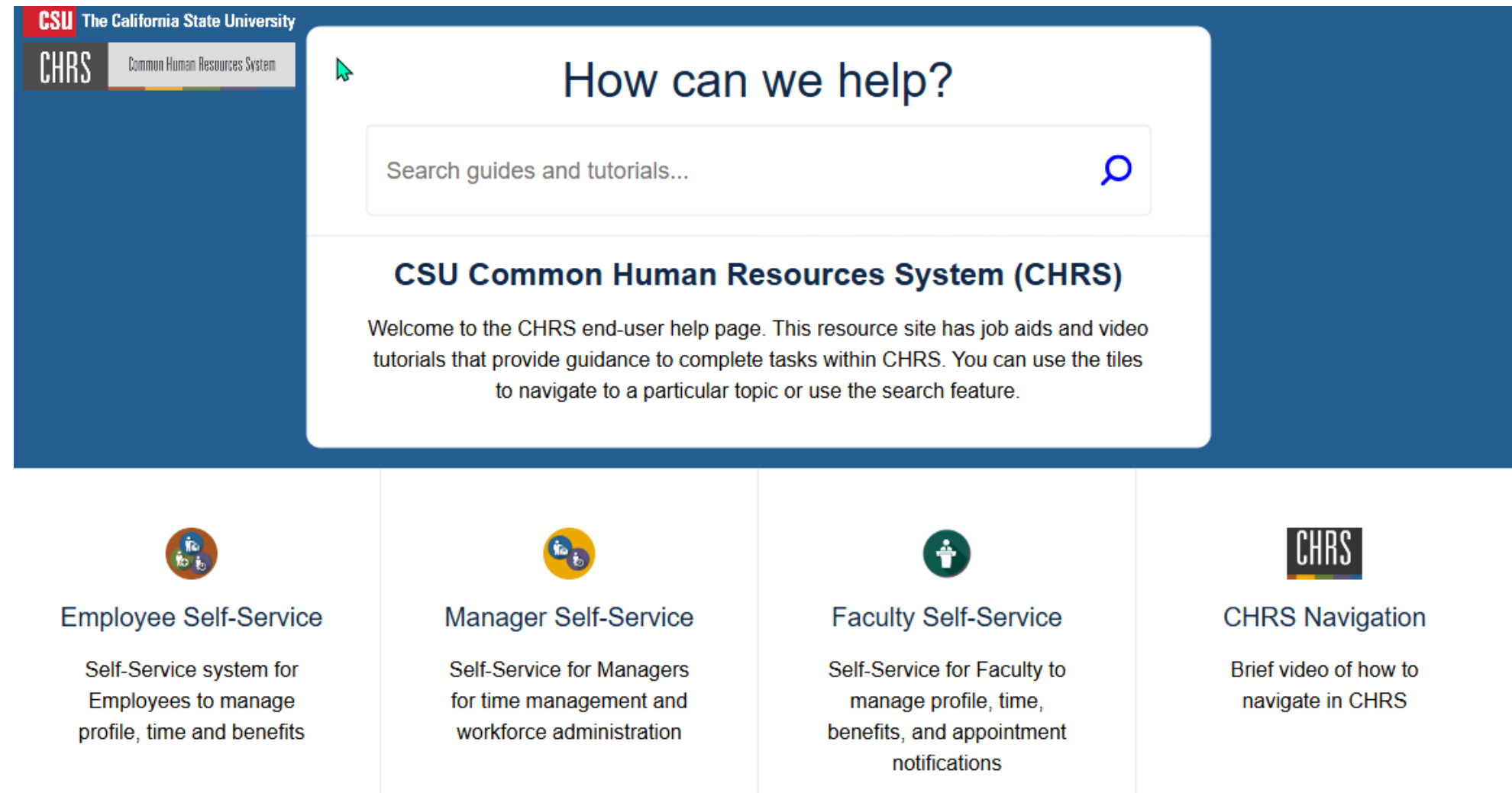
What is included in CHRS?



- 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...

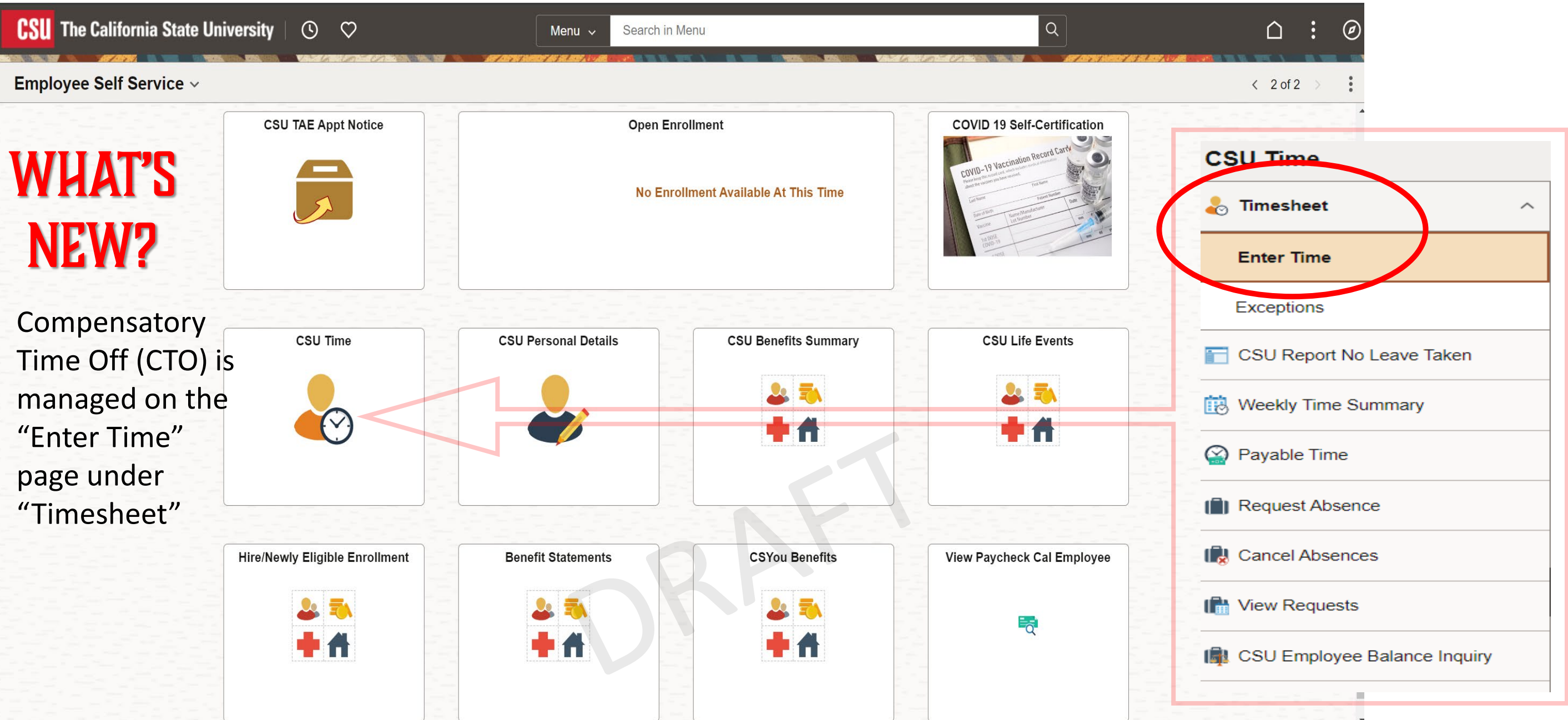
The screenshot shows the CSU Employee Self Service portal. At the top, there is a navigation bar with the CSU logo, a search bar, and a menu icon. Below the navigation bar, there is a grid of service tiles. The tiles are arranged in three rows and four columns. The first row contains 'CSU TAE Appt Notice', 'Open Enrollment', and 'COVID 19 Self-Certification'. The second row contains 'CSU Time', 'CSU Personal Details', 'CSU Benefits Summary', and 'CSU Life Events'. The third row contains 'Hire/Newly Eligible Enrollment', 'Benefit Statements', 'CSYou Benefits', and 'View Paycheck Cal Employee'. A red circle highlights the 'Employee Self Service' menu item in the top navigation bar. A red arrow points from the 'CSU Time' tile to a detailed view of the 'CSU Time' menu options on the right side of the image.

**WHAT'S
NEW?**

CSU Time
menu options
are re-
organized

Reporting/
Approving
deadline
managed by
CO

The detailed view of the 'CSU Time' menu options is shown on the right side of the image. It is a vertical list of options with icons next to each. The options are: 'Timesheet', 'Enter Time' (highlighted in orange), 'Exceptions', 'CSU Report No Leave Taken', 'Weekly Time Summary', 'Payable Time', 'Request Absence', 'Cancel Absences', 'View Requests', and 'CSU Employee Balance Inquiry'. A red box surrounds the entire list of options.



The screenshot displays the CSU Employee Self Service portal. 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 red callout box on the left asks "WHAT'S NEW?" and points to the "CSU Time" tile. A second red callout box on the right shows a detailed view of the "CSU Time" menu, where the "Enter Time" option is circled in red. A red arrow points from the "Enter Time" option in the callout to the "CSU Time" tile in the main grid. A large "DRAFT" watermark is visible across the center of the interface.

WHAT'S NEW?

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

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 > Enter Time (for REG)

**WHAT'S
NEW?**

Job Title: Instr Sdnt Assl

Select the Pay Period begin and end dates **A** ◀ 1 October - 31 October 2022 ▶
CSU State Calendar
Scheduled 168.00 | Reported 96 Hours

View Legend Request Absence **Submit**

Select the week within the pay period **B** ◀ Week 4 of 5 ▶
Scheduled 0.00 | Reported 15.00 Hours

*Time Reporting Code / Time Details	22-Saturday	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday
Reported 0	Reported 0	Reported 3	Reported 3	Reported 3	Reported 3	Reported 3	
C REG - Regular Hours		3.00	D 3.00	3.00	3.00	3.00	+ -
Comments							

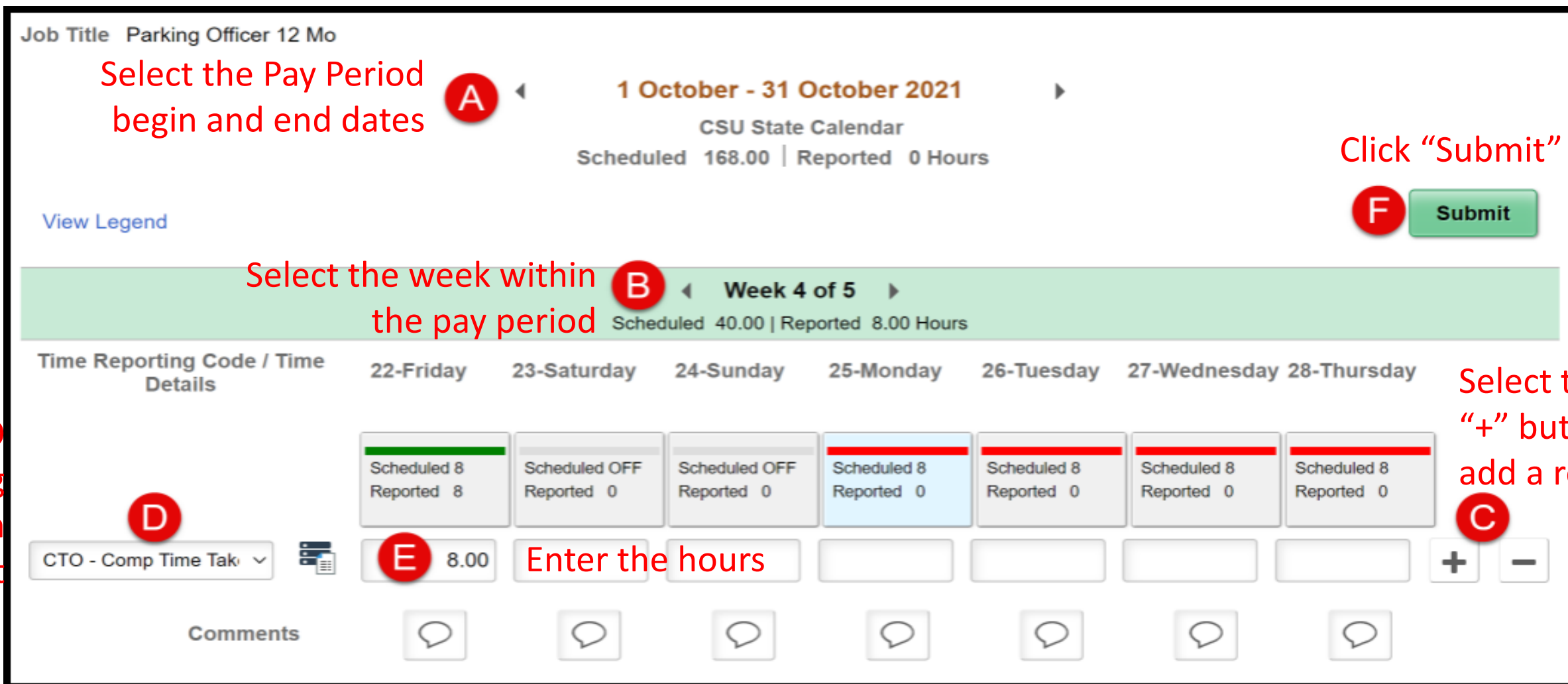
Select the Time Reporting Code (TRC) from the drop list

Click "Submit"

Select the "+" button to add a row

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



WHAT'S NEW?

Time Reporting Codes (TRCs) provided in Job-Aids

Shift Differential codes listed by Union (e.g. R06 or CSUEU)

Appendix: List of Timesheet TRCs

TRC	TRC DESCRIPTION	RATE MULTIPLIER	EARNINGS CODE	OVERRIDE RATE
OF6	Planned Holiday Pay @ 1.5 (OT)	1.5	OF6	0
OTPR	Overtime Paid @ 1.5	1.5	OTP	0
REG	Regular Hours Worked	1	REG	0
CTST	Comp Time Earned @ 1.0	1	HRS	0
CTPR	Comp Time Earned @ 1.5	1	HRS	0
CTO	Comp Time Taken	1	REG	0
CTOPD	CTO Paydown	1	OTS	0
HG5	Planned Holiday Pay @ 1.0	1	HG5	0
HG6	Planned Holiday Pay @ 1.5	1.5	HG6	0
OTST	Overtime Paid @ 1.0	1	OTS	0
OF5	Planned Holiday Pay @ 1.0 (OT)	1	OF5	0
ASBES	Asbestos HazMat Handling Diff	1	AS3	\$3

ADO	Additional Day Off Earned	1	HRS	0
AEADJ	ADO Earned Adjustment	1	HRS	0
ATADJ	ADO Negative Adjustment	1	HRS	0
ADOT	Additional Day Off Taken	1	REG	0
SHE08	Shift - Evening R08 (.23)	1	E08	\$0.23
SHE1	Shift - Evening R10 (1.50)	1	S10	\$1.50
SHG06	Shift - Graveyard R06 (2.30)	1	G06	\$2.30
SHG99	Shift - Graveyard Cadet (.28)	1	G99	\$0.28
SHGRV	Shift - Graveyard CSUEU (2.30)	1	GCS	\$2.30
SHN08	Shift - Night R08 (2.20)	1	N08	\$2.20
SHN10	Shift - Graveyard R10 (2.50)	1	G10	\$2.50
SHS06	Shift - Swing R06 Diff (1.30)	1	S06	\$1.30
SHS99	Shift - Swing Cadet Diff (.23)	1	S99	\$0.23
SHSWG	Shift - Swing CSUEU (1.35)	1	SCS	\$1.35
SHSUN	Shift - Sunday R10 (2.50)	1	U10	\$2.50
SHU06	Shift - Sunday R06 Diff (1.30)	1	S06	\$1.30

Employee Self Service ▾

< 2 of 2 >

WHAT'S NEW?

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

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

- 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 > 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

2 Click “Submit”

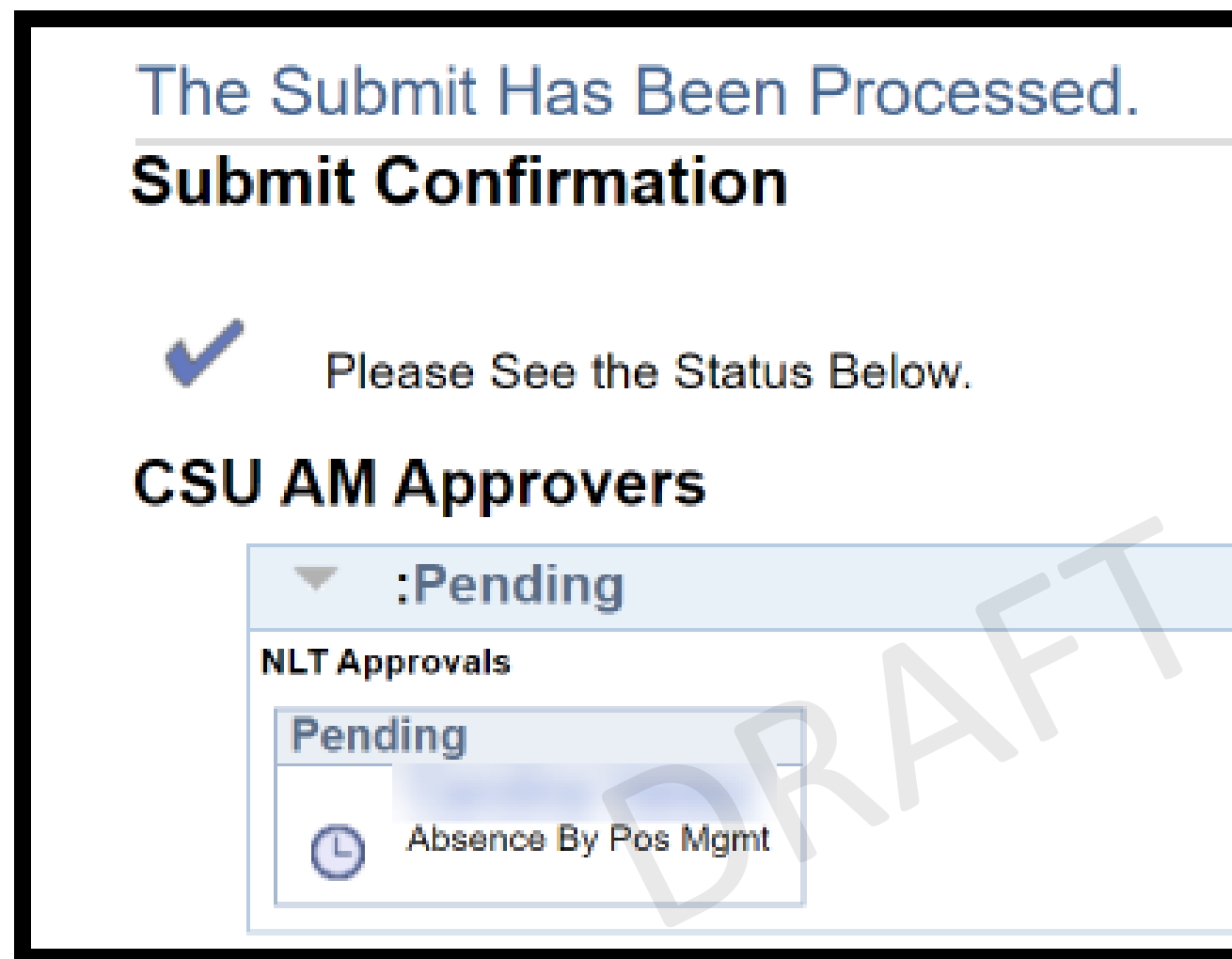
CSU Time > No Leave Taken > Submit

WHAT'S NEW?

Submission of No
Leave Taken
pending
manager's
approval.

Displays name of
approver


“Pos Mgmt” is
Reports To



The Submit Has Been Processed.
Submit Confirmation

✓ Please See the Status Below.

CSU AM Approvers

:Pending	
NLT Approvals	
Pending	
	Absence By Pos Mgmt

Employee Self Service

< 2 of 2 >

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

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

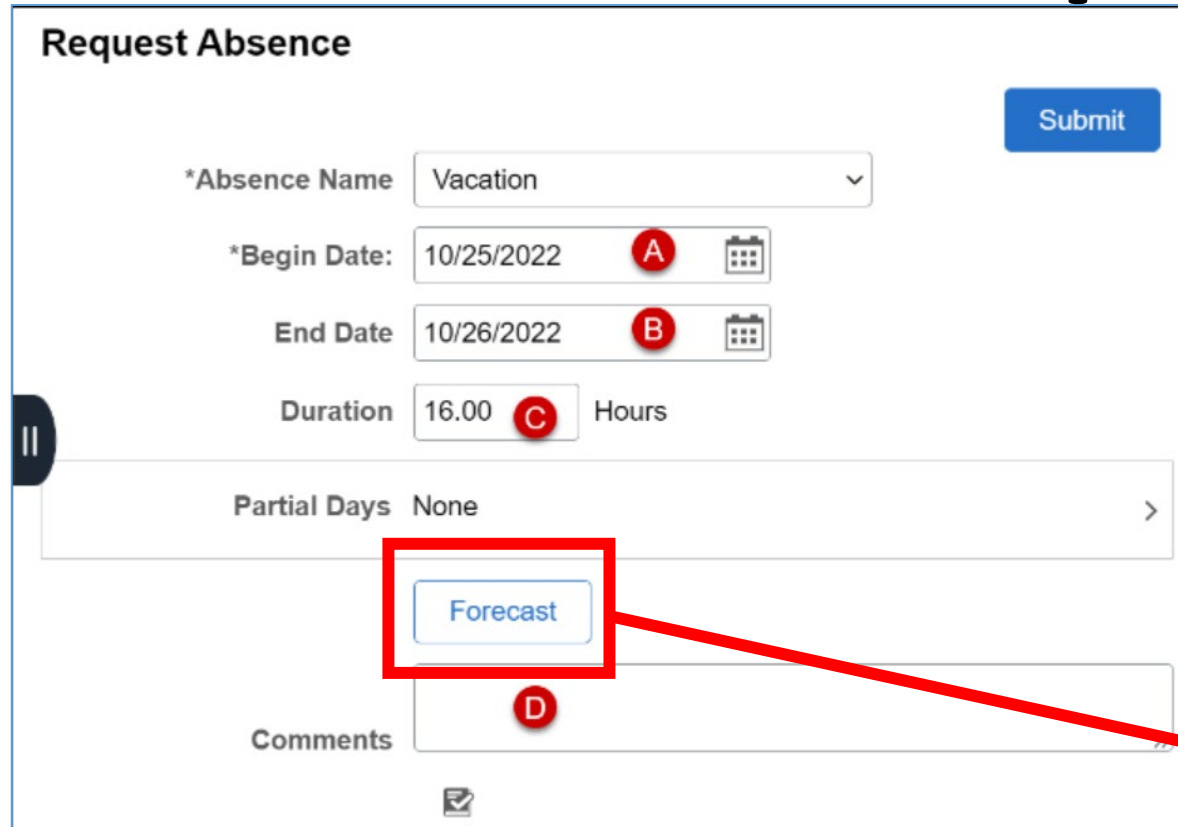
- Timesheet
- Enter Time**
- Exceptions
- CSU Report No Leave Taken
- Weekly Time Summary
- Payable Time
- Request Absence**
- Cancel Absences
- View Requests
- CSU Employee Balance Inquiry

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)

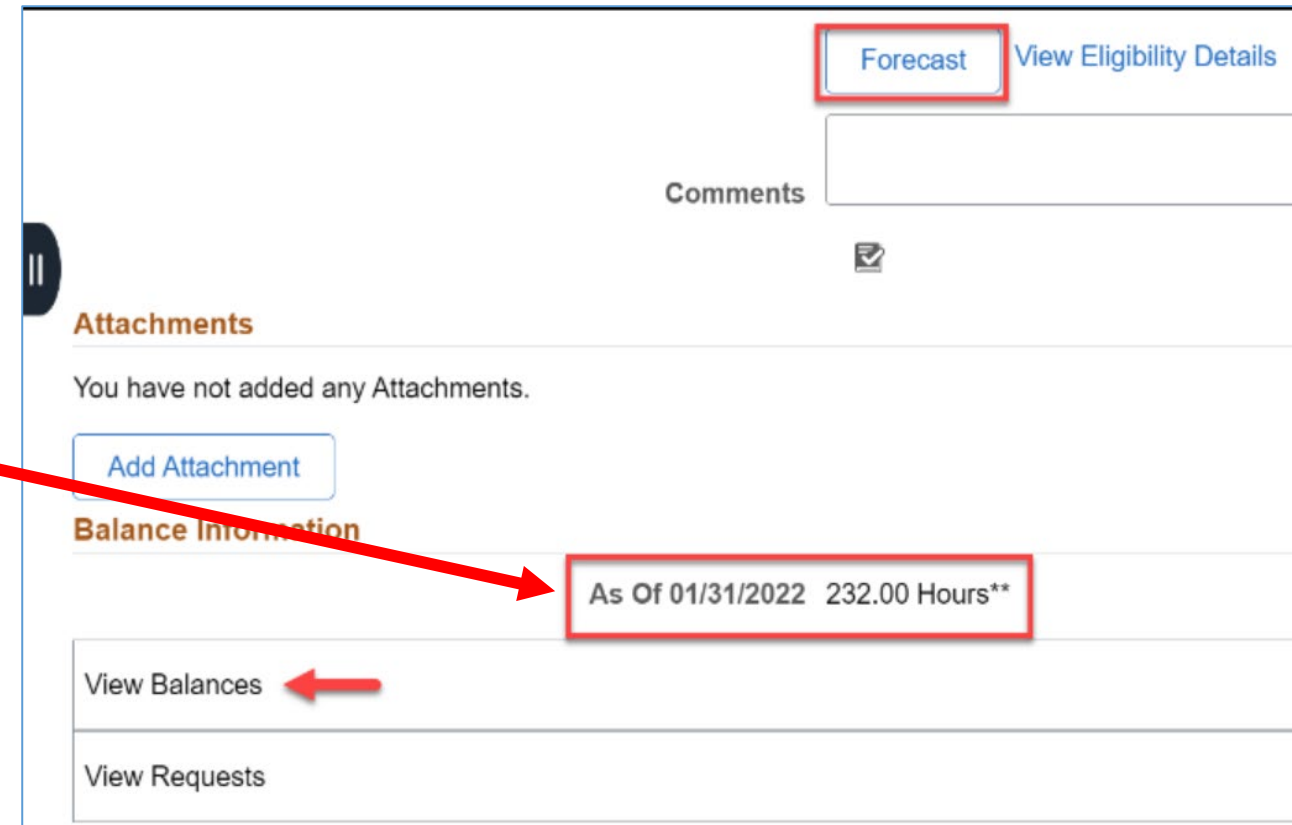
End Date: 10/26/2022 (B)

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

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 a menu icon. Below this is a breadcrumb trail for "Employee Self Service". The main content area is a grid of service 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 syringes.
- 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.

On the right side, a sidebar menu is visible, titled "CSU Time". It contains the following items:

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

A red arrow points from the "Cancel Absences" menu item to the "CSU Time" tile in the main grid. A large "DRAFT" watermark is overlaid on the center of the page.

**WHAT'S
NEW?**

“Cancel Absences” to delete a requested absence

“View Requests” to review submitted absences

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*
- *Compensatory Time Off (CTO) Entered in Absence Management*
- *“No Leave Taken” is not a separate menu option*
- *“Report Absence” implies retroactive reporting*

BEFORE

Change Impact Overview: Employee Self Service > Time and Absences

- *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*
- *CTO Entered in Timesheet>Enter Time*
- *“No Leave Taken” setup as separate menu option*
- *“Request Absences” with “Forecast” for accrued leaves (implies proactive reporting, when applicable)*

AFTER

CHRS

Common Human Resources System

Timekeeper and Approver



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...

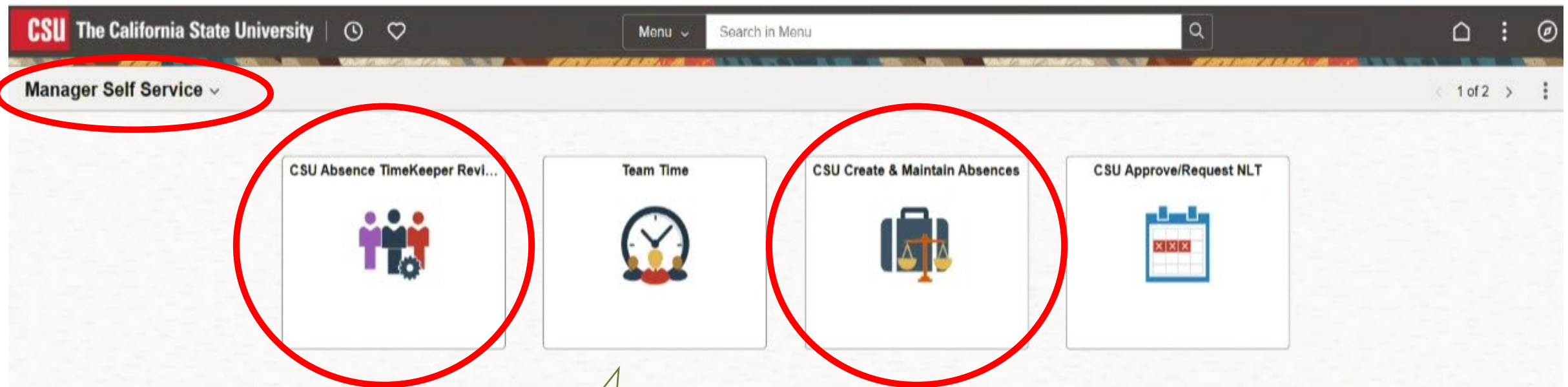
Timekeeper View

WHAT'S NEW?

CSU Absence
Timekeeper
Review

CSU Create &
Maintain
Absences

Navigation menu
for additional
options



Nav Bar: Time Management Options

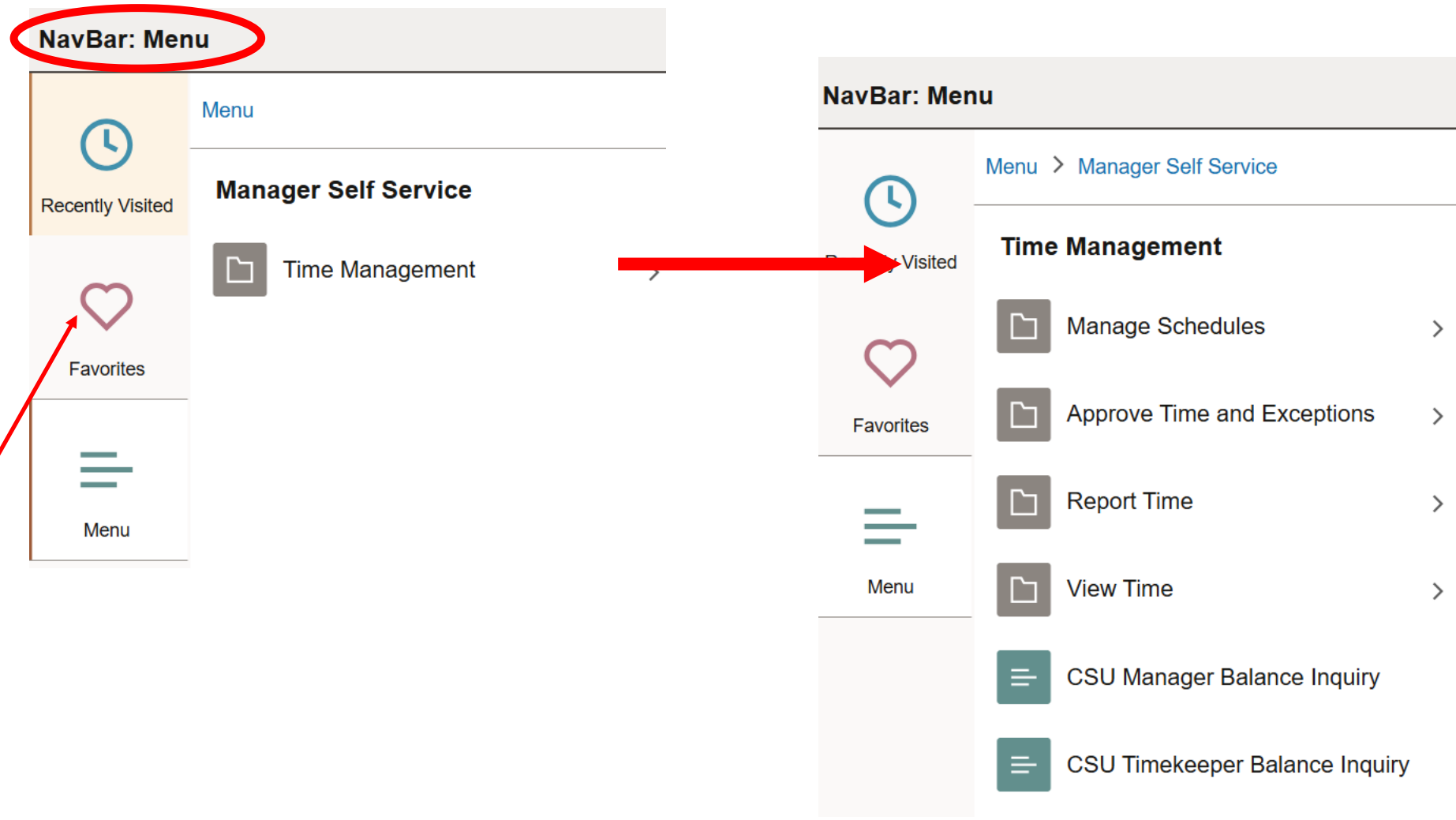
**WHAT'S
NEW?**

NavBar: Menu options for Manager Self Service

Menu options vary by security role:

- Approver
- Timekeepers

Use "Favorites" to customize the menu (rather than browser bookmarks)



The image displays two screenshots of the user interface's navigation bar. The left screenshot shows the main 'NavBar: Menu' with sections for 'Recently Visited', 'Favorites', and 'Menu'. The 'Time Management' option is highlighted with a red arrow pointing to the right. The right screenshot shows the expanded 'Time Management' menu, listing options such as 'Manage Schedules', 'Approve Time and Exceptions', 'Report Time', and 'View Time'. A red circle highlights the 'NavBar: Menu' header in the left screenshot.

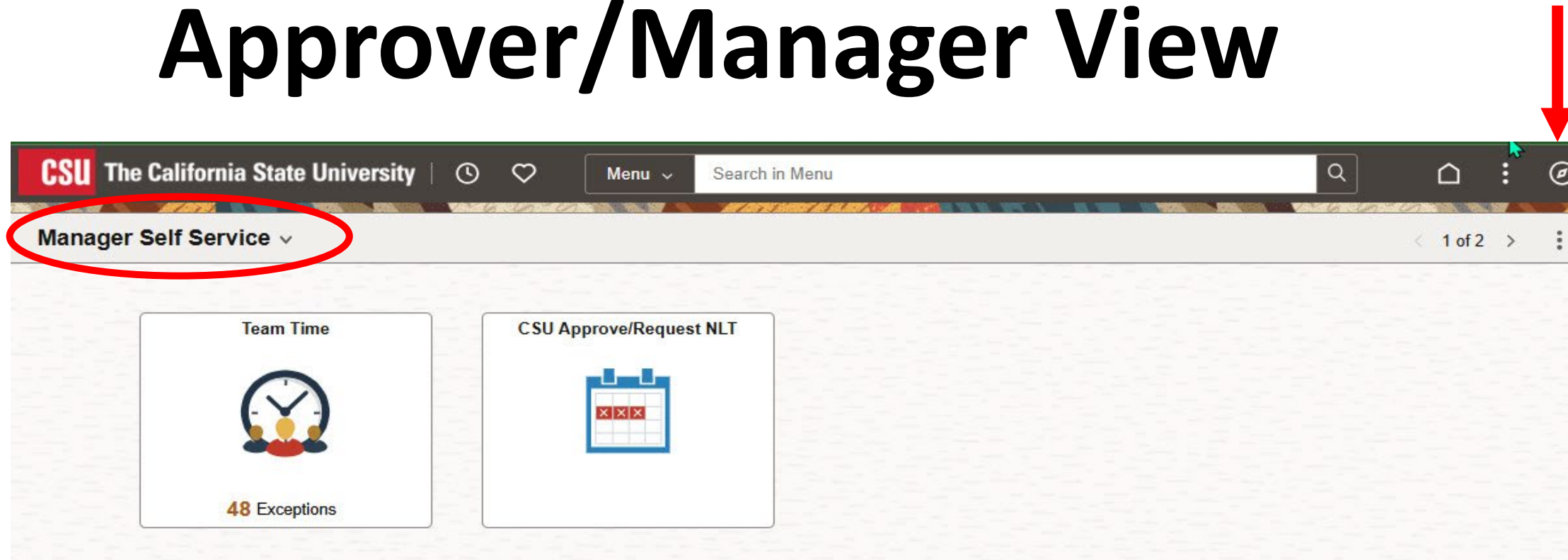
Approver/Manager View

WHAT'S NEW?

New landing page
upon login

Tiles in main
screen

Navigation Menu
(compass icon in
upper right –
“NavBar”)

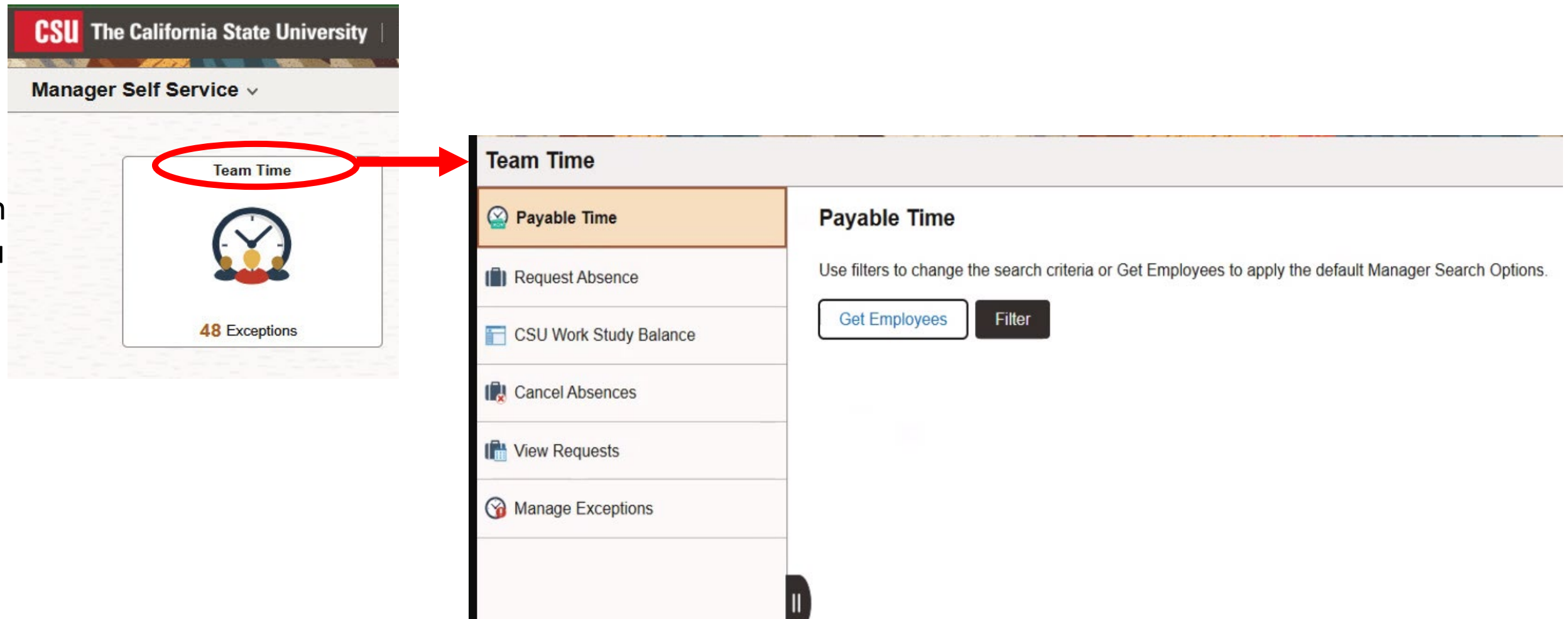


Team Time Menu Options

WHAT'S NEW?

Team Time open
additional menu
options

Alternate
navigation also
through "Nav
Bar"



The screenshot shows the CSU Manager Self Service interface. At the top, there is a header with the CSU logo and 'The California State University' text. Below this is a 'Manager Self Service' dropdown menu. A 'Team Time' tile is highlighted with a red circle and a red arrow pointing to a detailed 'Team Time' menu. This menu includes options: Payable Time (highlighted in orange), Request Absence, CSU Work Study Balance, Cancel Absences, View Requests, and Manage Exceptions. To the right of the menu, there is a 'Payable Time' section with a text prompt: 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below this prompt are two buttons: 'Get Employees' and 'Filter'. The 'Team Time' tile also shows a clock icon and '48 Exceptions'.

Timekeeper and Approver/Manager Job Aids

**WHAT'S
NEW?**



CHRS Training Page

Organized by role
and processes

Links to Chancellor's
Office CHRS training
and job aids

CHRS Training & Instructions

Quick Links to Training, Job Aids, Payroll Deadline Notifications
Access CHRS
CSU Time for Employees
Student Employee & Hourly Time Reporting
Timekeeper and Approver Primary Roles
Timekeeper and Approver/Manager Job Aids

Welcome to CHRS Training!

HR is excited to introduce you to the new Common Human Resources System (CHRS). Training will be conducted in phases and offered through various formats. Most live training sessions will be scheduled around the "go live" date of **March 24, 2025** and are available through the [HR Events](#) calendar. Additionally, you can access online job aids through the [CHRS Knowledge Base](#), available 24/7.

Quick Links to Training, Job Aids, Payroll Deadline Notifications



QUESTIONS?



CHRS Website:



<https://www.csus.edu/administration-business-affairs/human-resources/chrs/>

THANK YOU

BUILD • EVOLVE • GROW

CSU The California State University

CHRS



BUILD • EVOLVE • GROW