CHRS

Common Human Resources System

SACRAMENTO STATE

Time and Absences

CHRS — Common Human Resources System

SACRAMENTO STATE

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
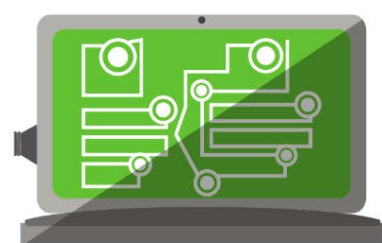
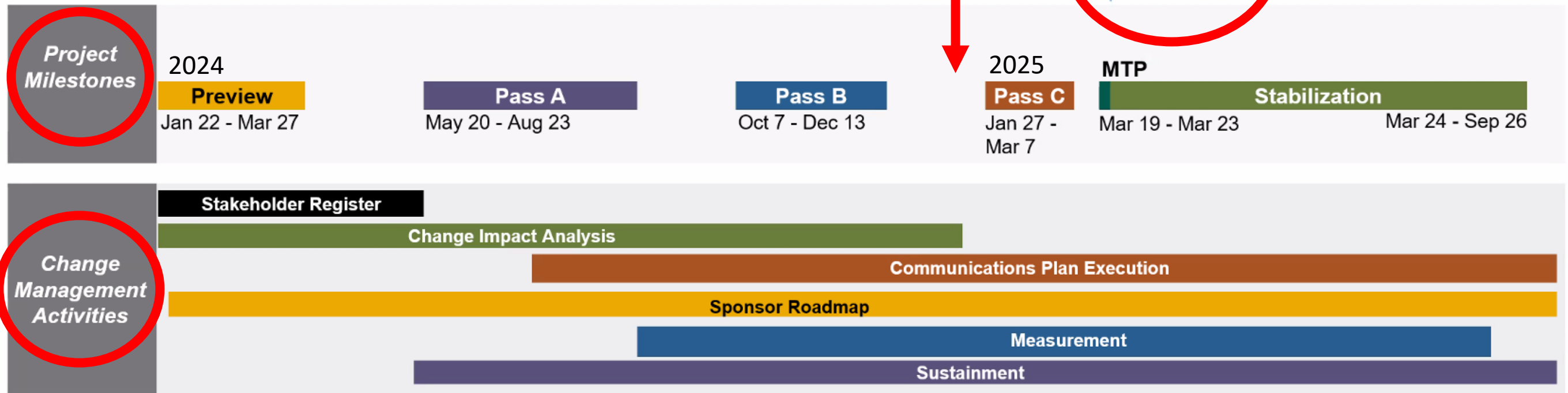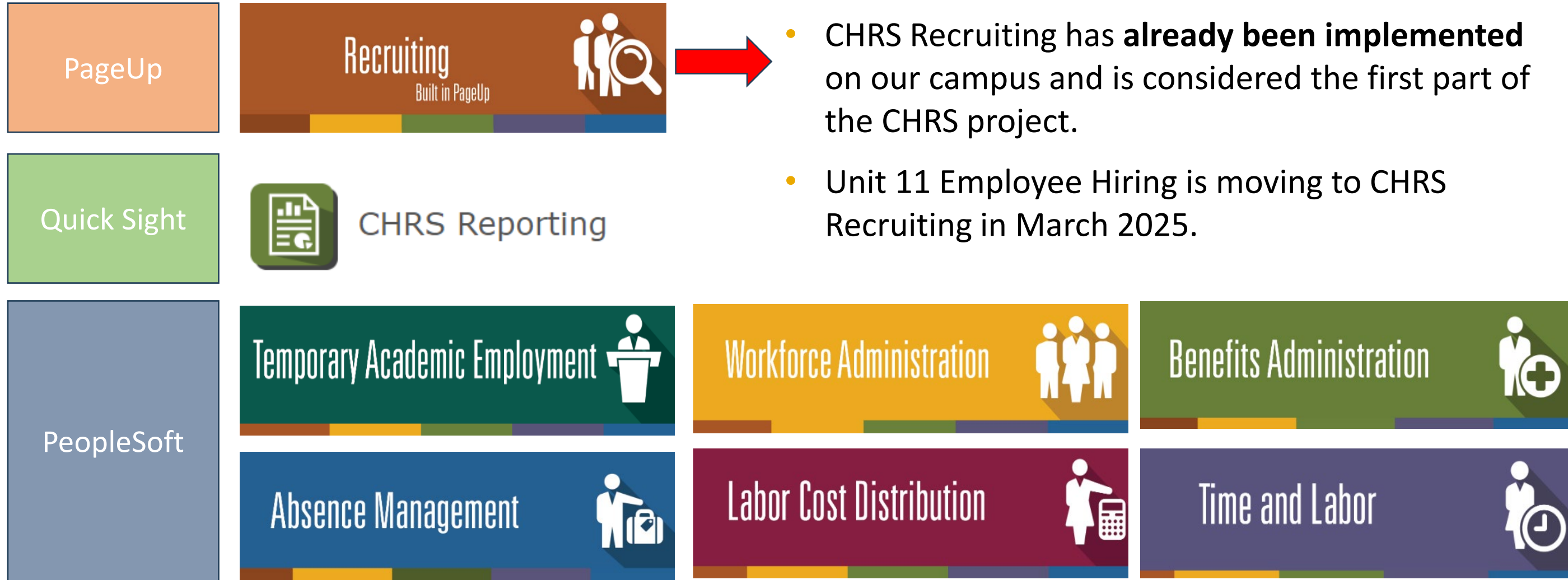PeopleSoft 9.2 + Customizations built for the CSU = CHRS

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Project Timeline

What is included in CHRS?

PageUp

Recruiting
Built in PageUp
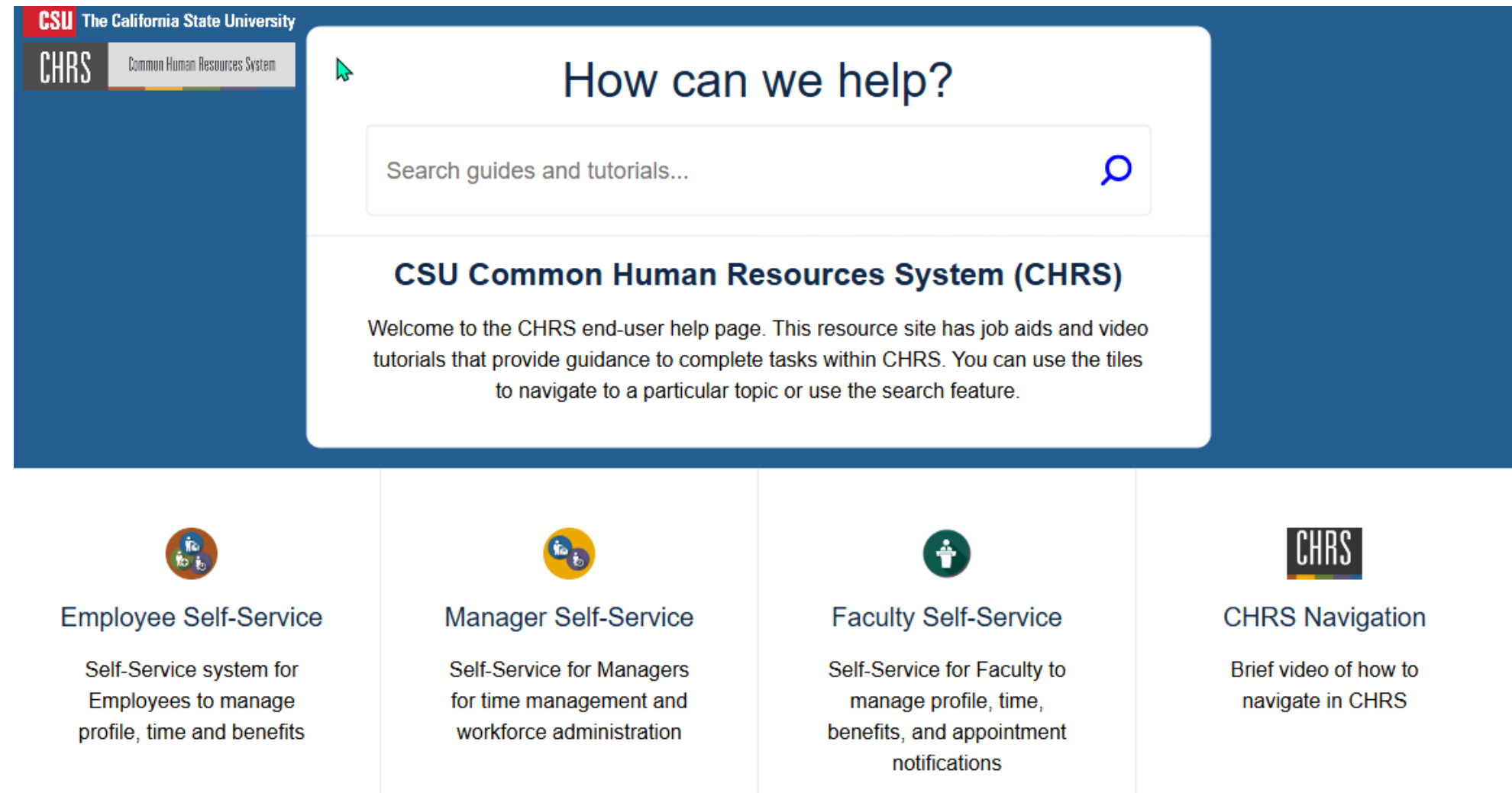
- CHRS Recruiting is built in PageUp.

- 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.

Quick Sight

CHRS Reporting

PeopleSoft

Temporary Academic Employment

Workforce Administration

Benefits Administration

Absence Management

Labor Cost Distribution

Time and Labor

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Just-in-Time Training

Online Job Aids and Videos

Spring 2025
- Presentations
- Training Schedule TBA
- Training occurs closer to Go-Live on March 24
  - Before Go-Live
  - Post Go-Live training

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Employee Self Service Time and Absences

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WHAT'S NEW?

Single link on the My Sac State Portal to CHRS

Custom links to Self Service menus no longer available

WHAT'S NEW?

CSU Time menu options are re-organized

Reporting/ Approving deadline managed by CO

WHAT'S NEW?

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

CSU Time > Enter Time (for REG)

WHAT'S NEW?

Job Title Instr Sidnt Asst

Select the Pay Period begin and end dates **A** ◀ **1 October - 31 October 2022** ▶

CSU State Calendar

Scheduled 168.00 | Reported 96 Hours

Click "Submit"

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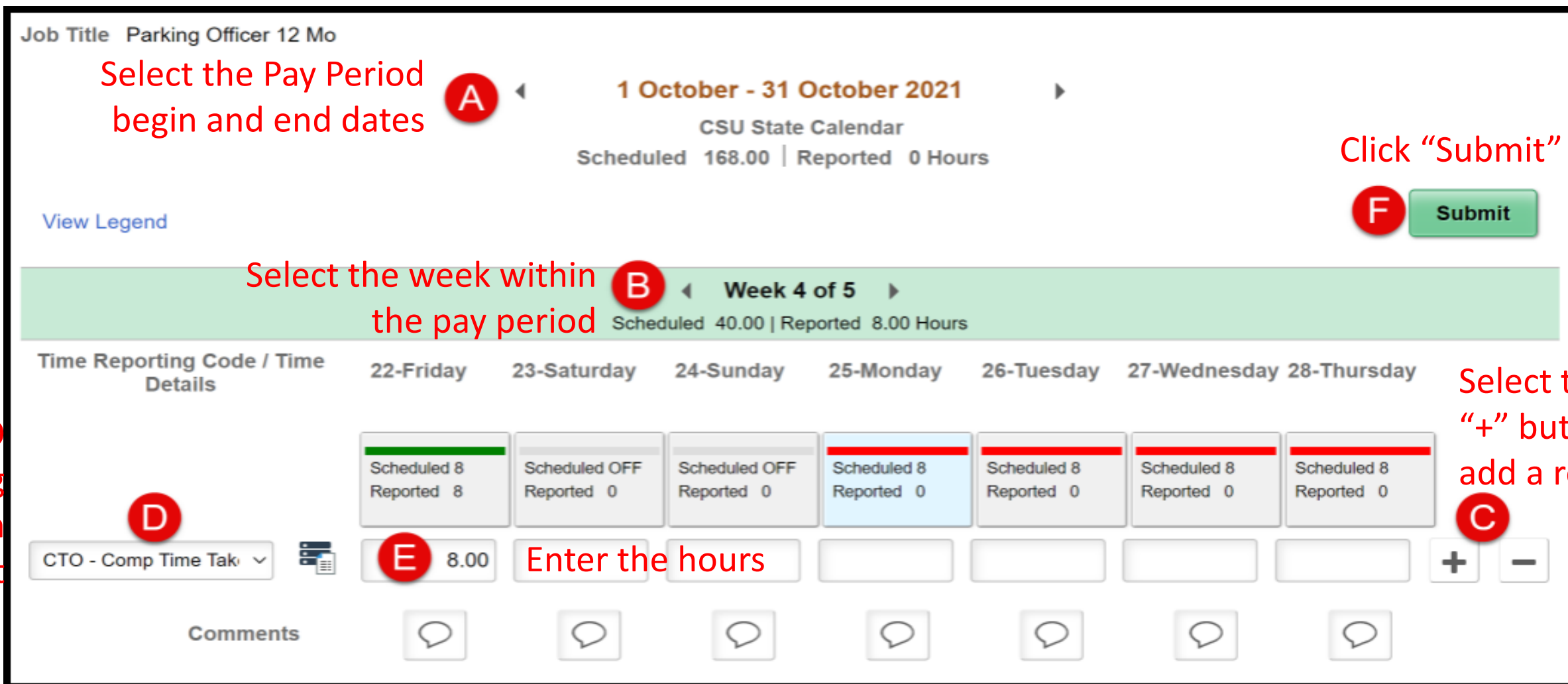
Select the Time Reporting Code (TRC) from the drop list **C**

REG - Regular Hours \ ▾

Enter the hours **D** 3.00 3.00 3.00 3.00 3.00 ➕ ➖

Select the "+" button to add a row

Comments 💬 💬 💬 💬 💬 💬 💬

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CSU Time > Enter Time (for CTO)

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

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WHAT'S NEW?

"No Leave Taken" becomes a separate "CSU Time" menu option

CSU Time > No Leave Taken > Submit

WHAT'S NEW?

"No Leave Taken" becomes faster and easier to submit!

Pay Bgn Dt 03/01/2024

Pay End Dt 03/31/2024

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		

1-1 of 1

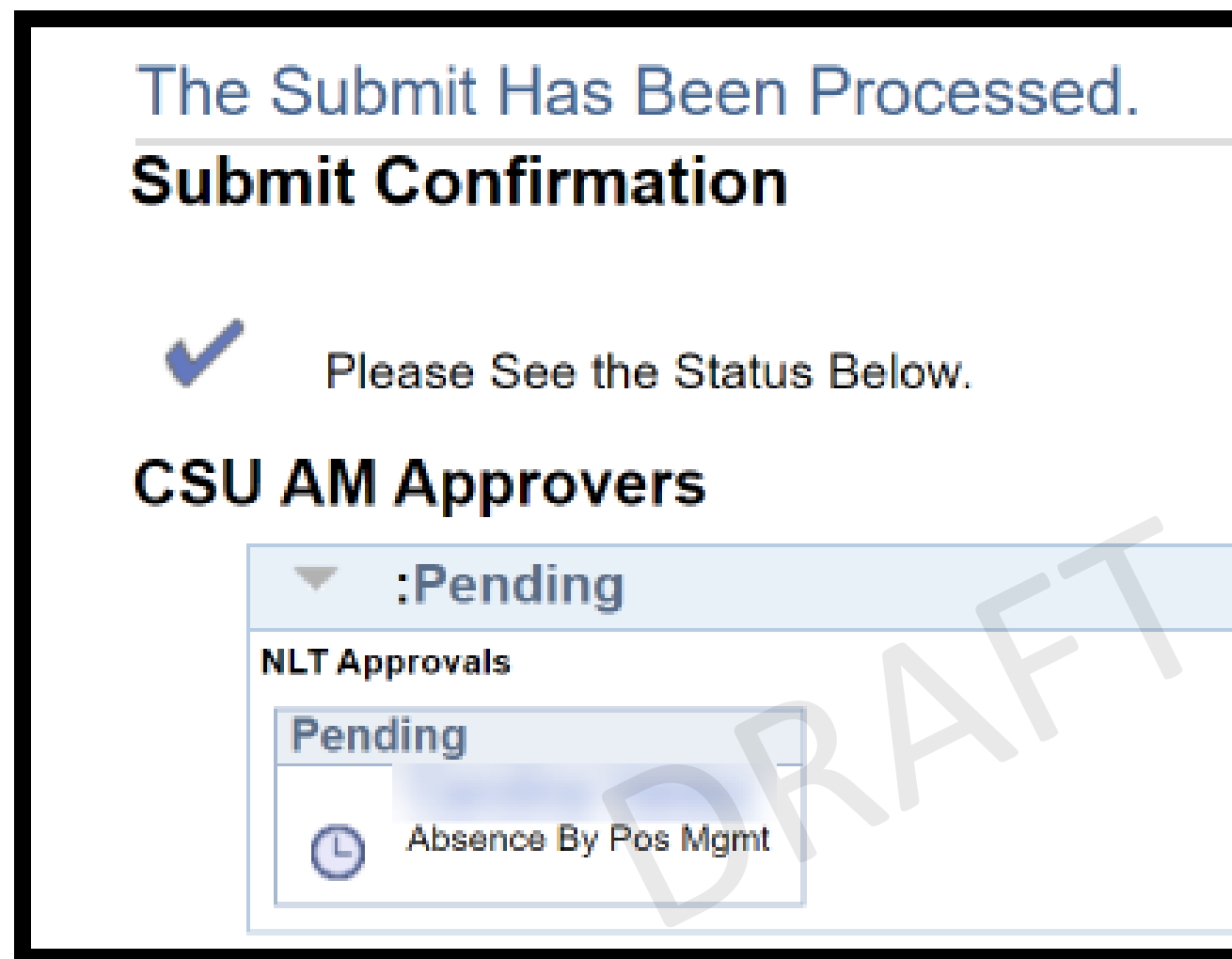To the best of my knowledge and belief, the information submitted is accurate and in full compliance with le

| Submit **2** | TimeSheet | Absence Request History | Self-Service Home |

Click "Submit"

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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

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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
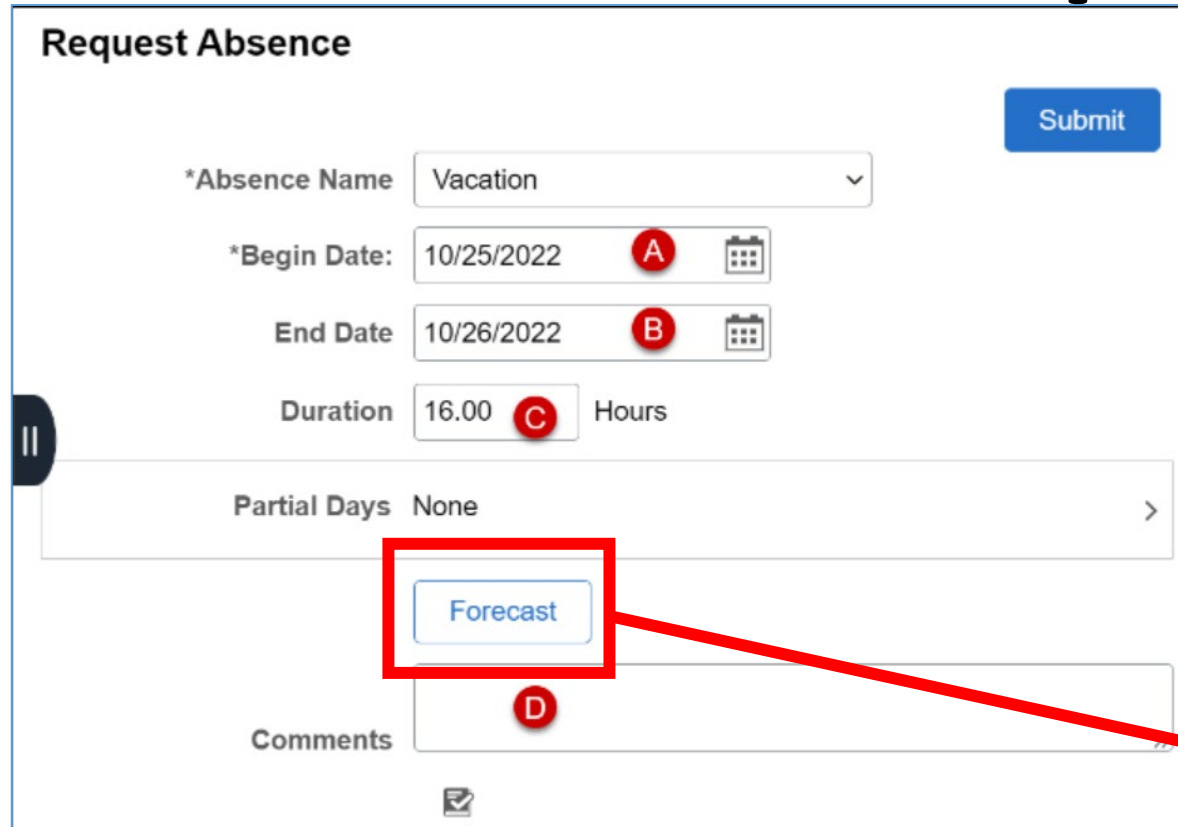
CSU Time > Request Absence

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

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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

BEFORE

- *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*

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*

- *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)*

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Timekeeper and Approver

WHAT'S NEW?

Single link on the My Sac State Portal to CHRS
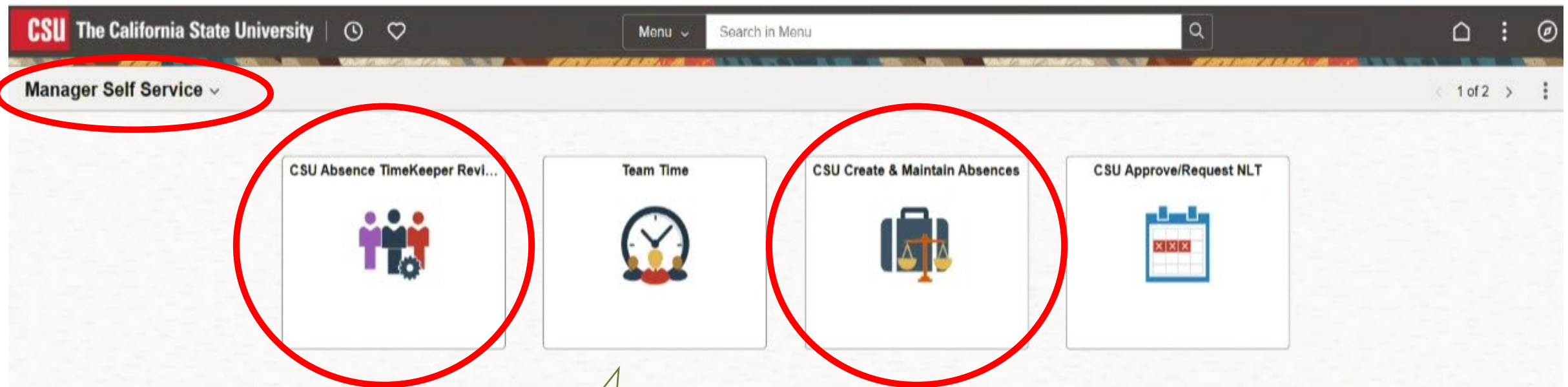
Custom links to Self Service menus no longer available

Timekeeper View

WHAT'S NEW?

CSU Absence Timekeeper Review

CSU Create & Maintain Absences

Navigation menu for additional options

Let's take a Poll

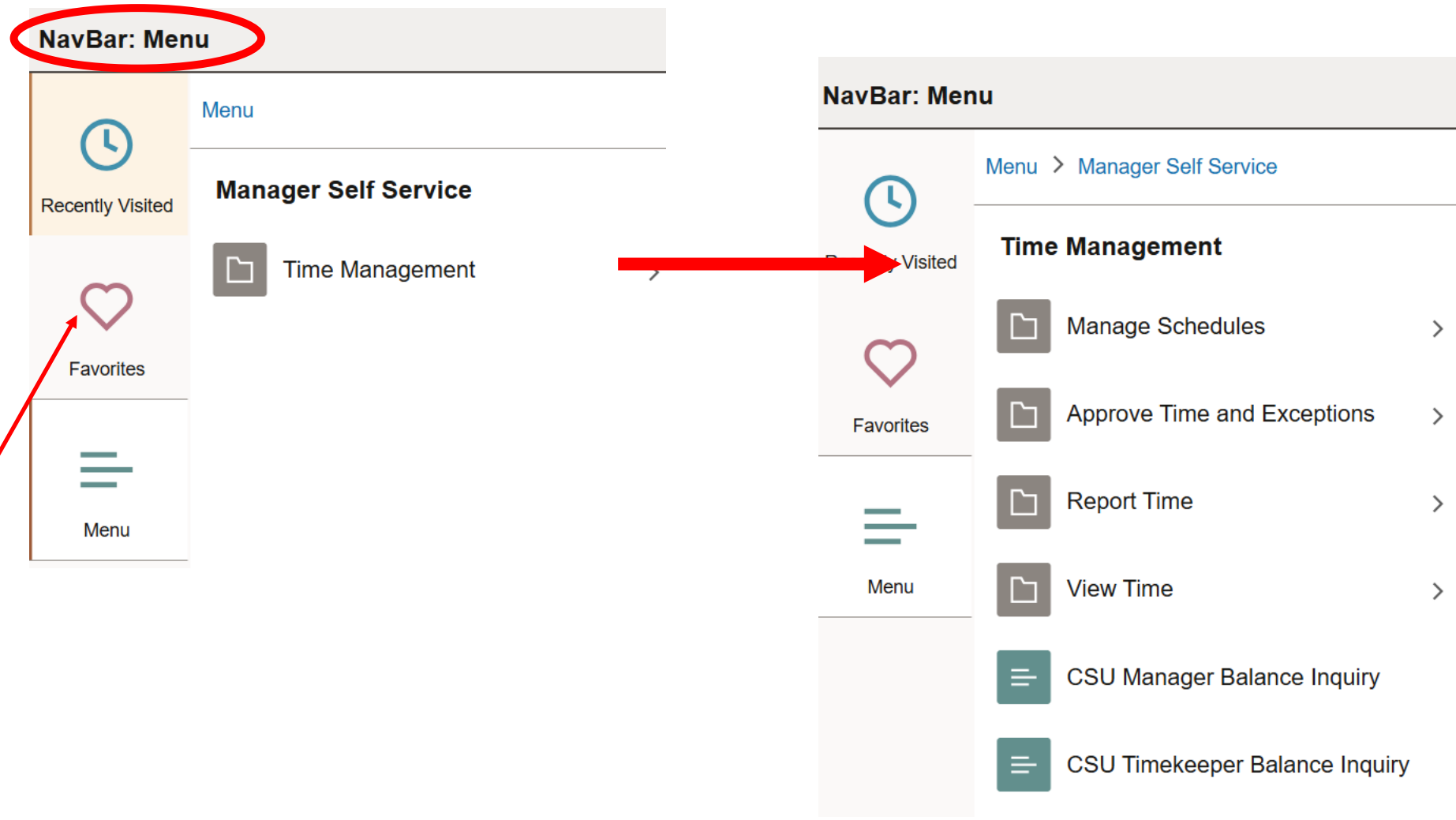BUILD · EVOLVE · GROW

Nav Bar: Time Management Options

WHAT'S NEW?

NavBar: Menu options for Manager Self Service

Menu options vary by security role:
- Approver
- Timekeepers

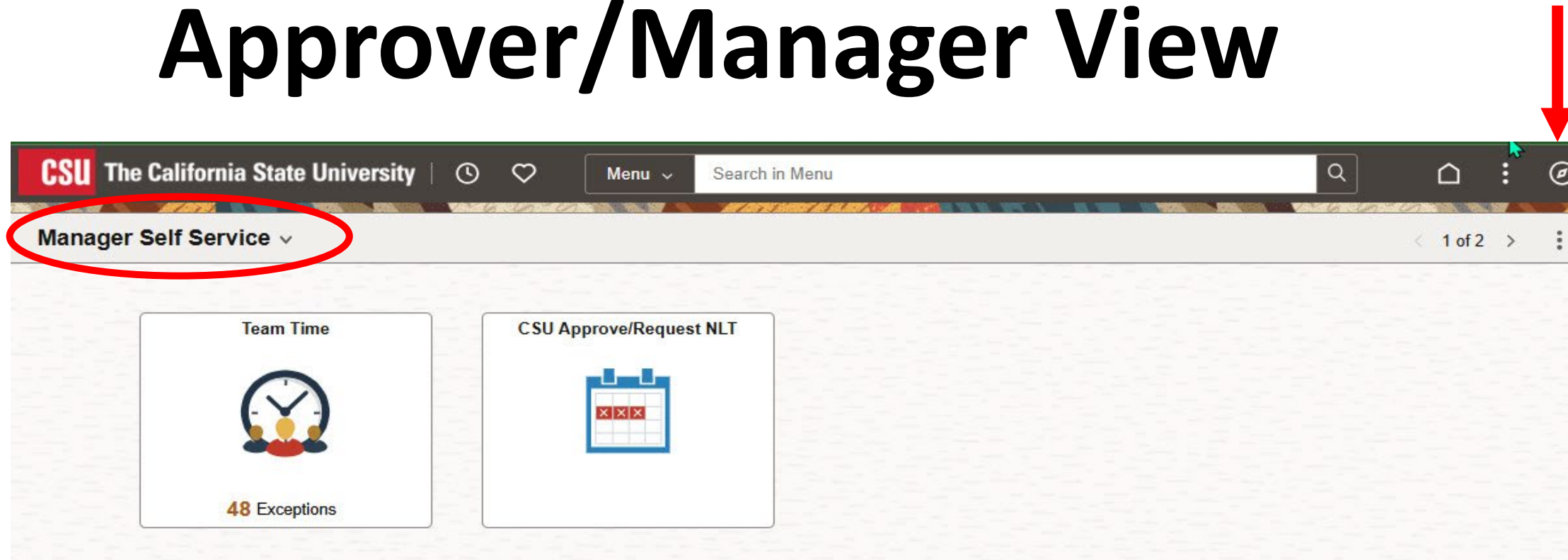Use "Favorites" to customize the menu (rather than browser bookmarks)

Approver/Manager View

WHAT'S NEW?

New landing page upon login

Tiles in main screen
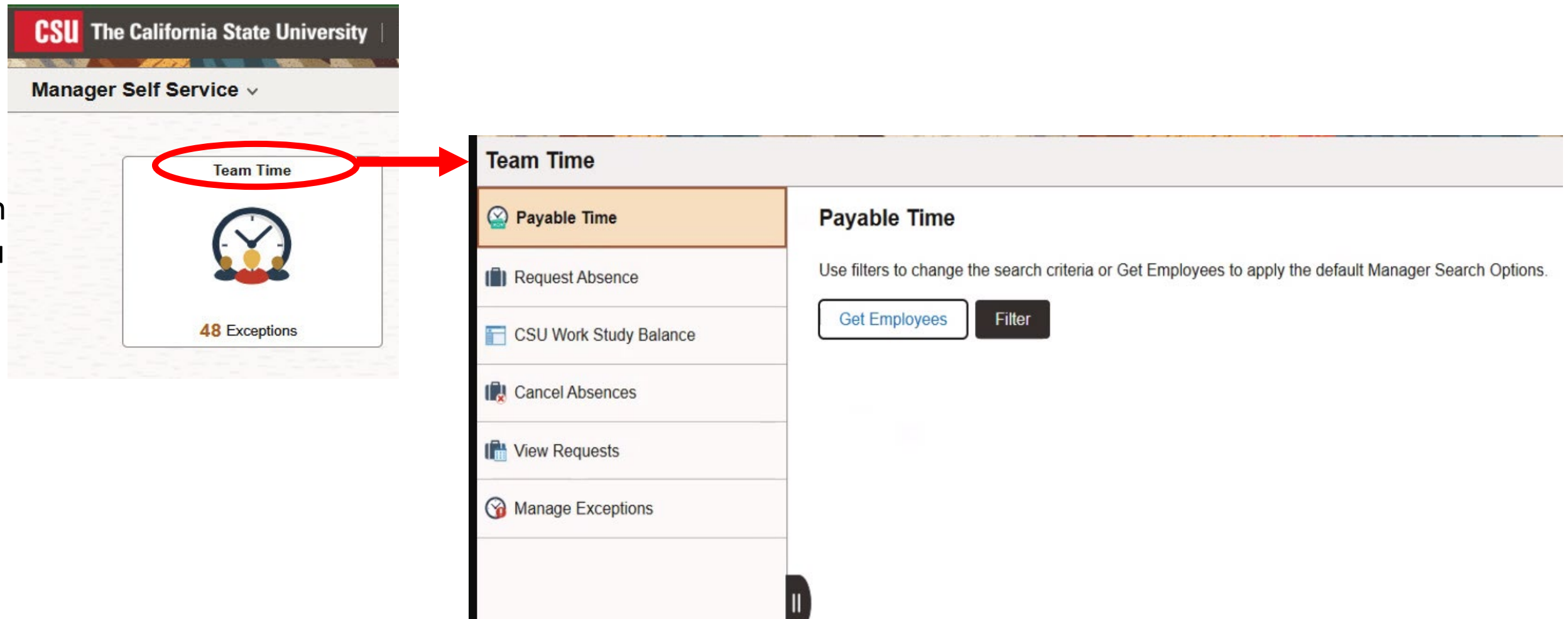
Navigation Menu (compass icon in upper right – "NavBar")

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Team Time Menu Options

WHAT'S NEW?

Team Time open additional menu options

Alternate navigation also through "Nav Bar"

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

Learning & Development
Human Resources

Administration & Business Affairs ➤ Human Resources ➤ Common Human Resources System (CHRS) ➤ CHRS Training & Instructions

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

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QUESTIONS?

CHRS Website:

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

THANK YOU

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