The California State University
COMMON HUMAN RESOURCES SYSTEM

CHRS

Common Human Resources System

Introduction to CHRS

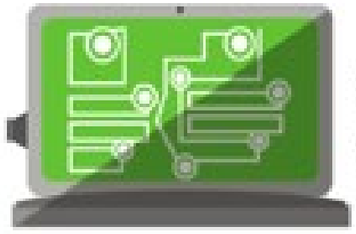
“Under the Hood” Demo

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

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.

Quick Sight

CHRS Reporting

PeopleSoft

Temporary Academic Employment

Workforce Administration

Benefits Administration

Absence Management

Labor Cost Distribution

Time and Labor

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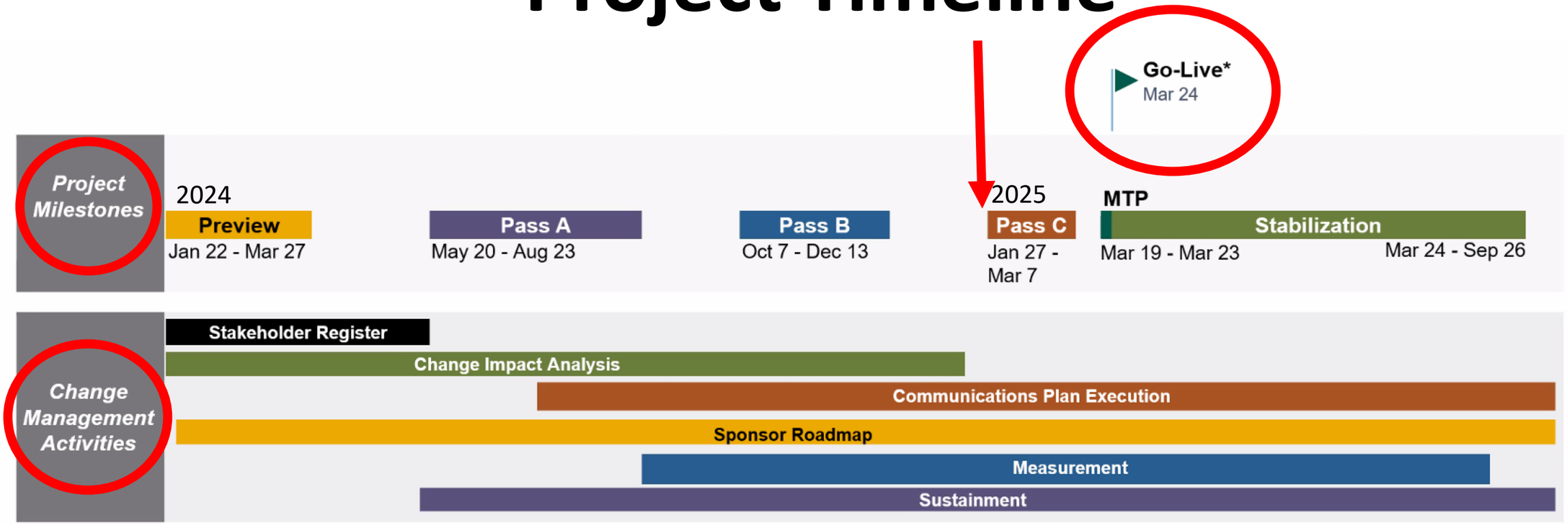
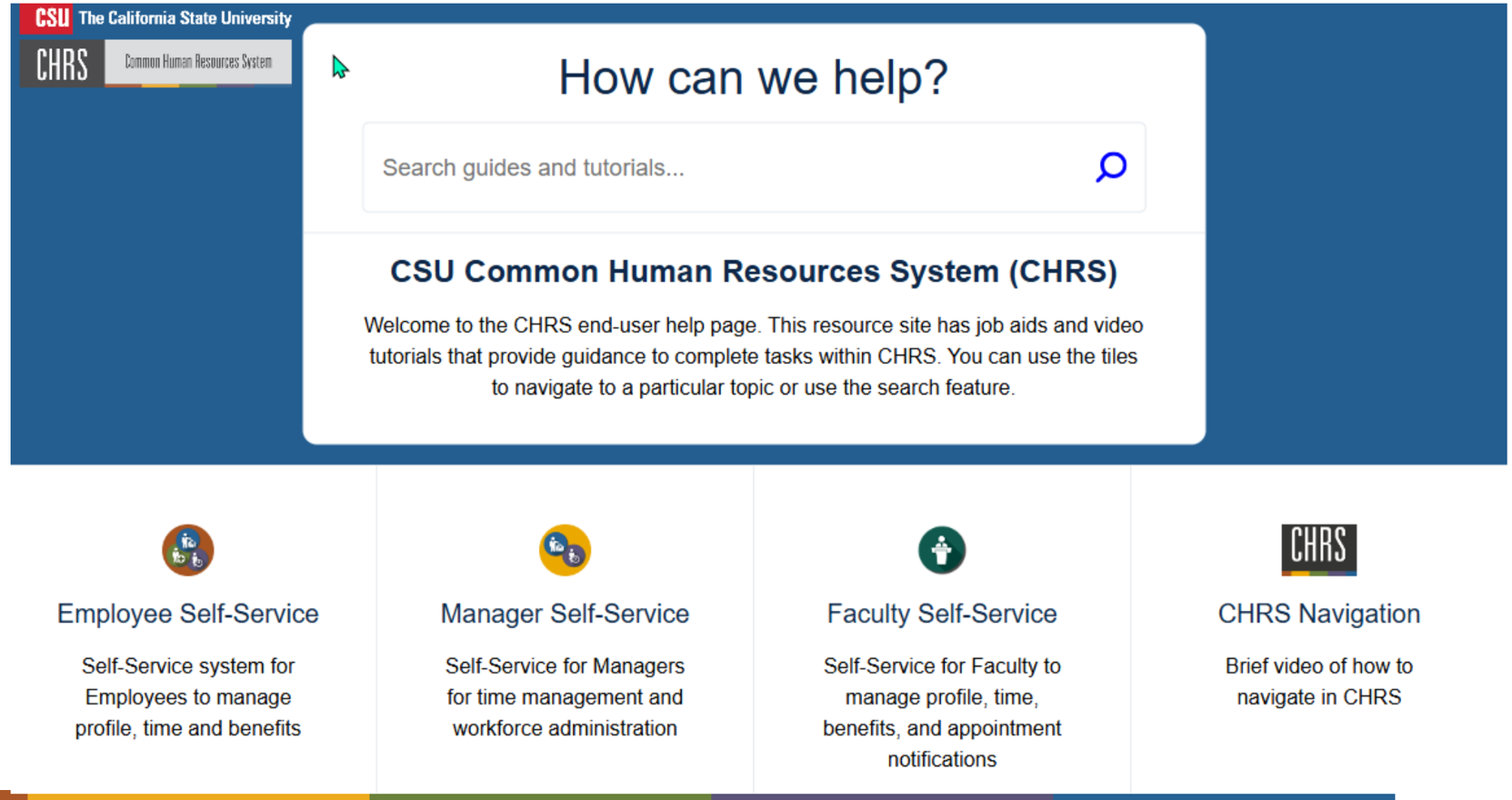
Project Timeline



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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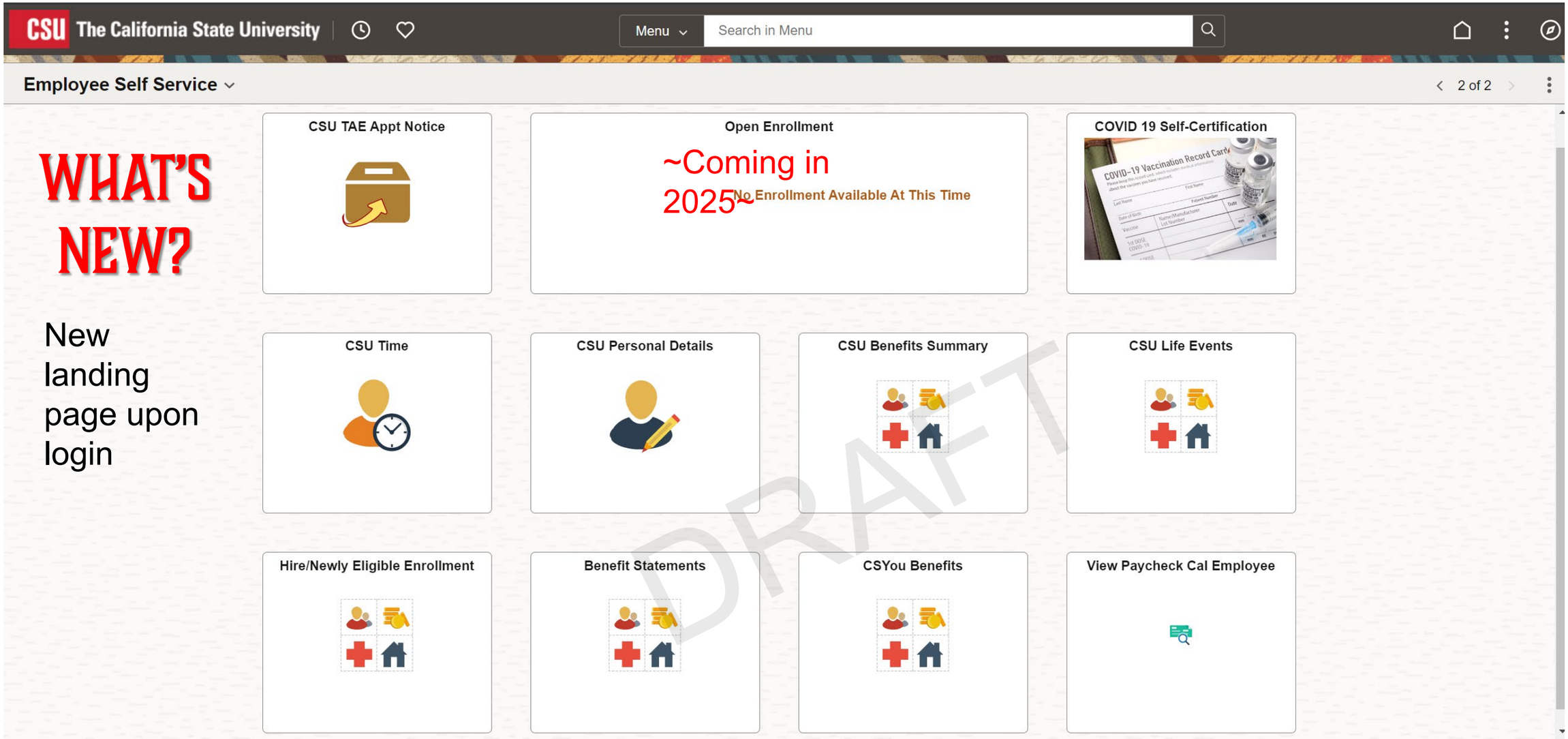
Sneak Peek

WHAT'S NEW?

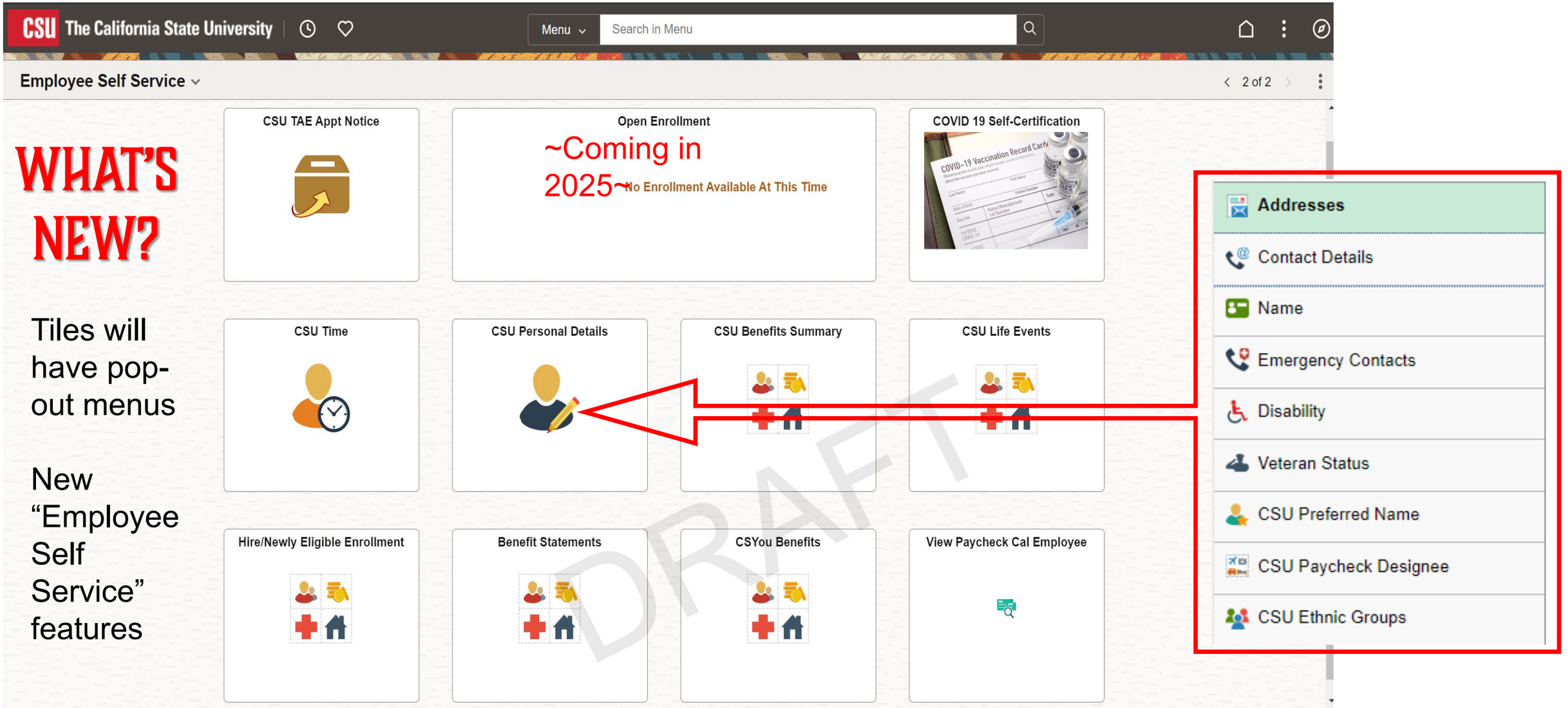
New landing page upon login



WHAT'S NEW?

Tiles will have pop-out menus

New "Employee Self Service" features



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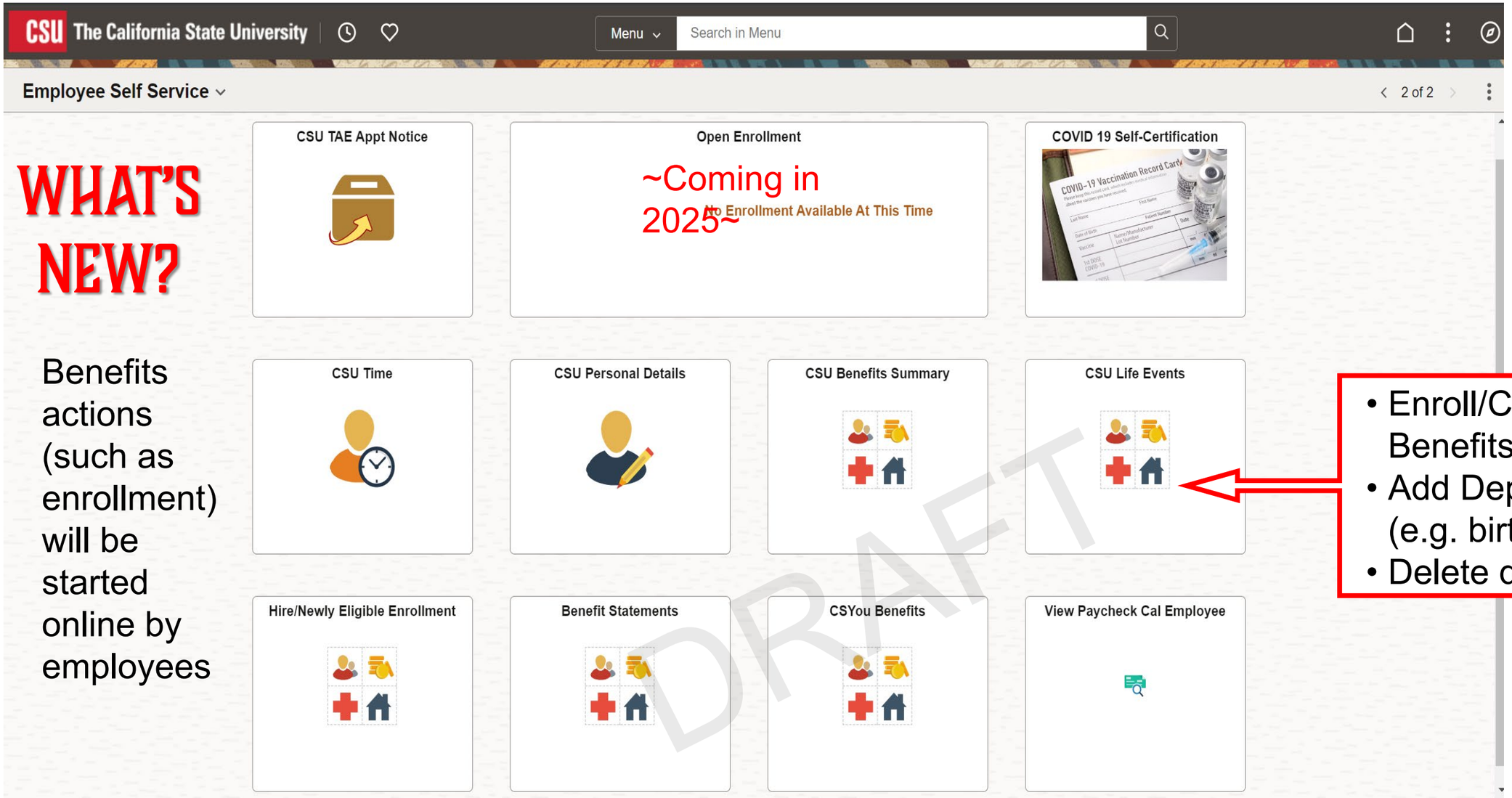
WHAT'S NEW?

Benefits actions (such as enrollment) will be started online by employees

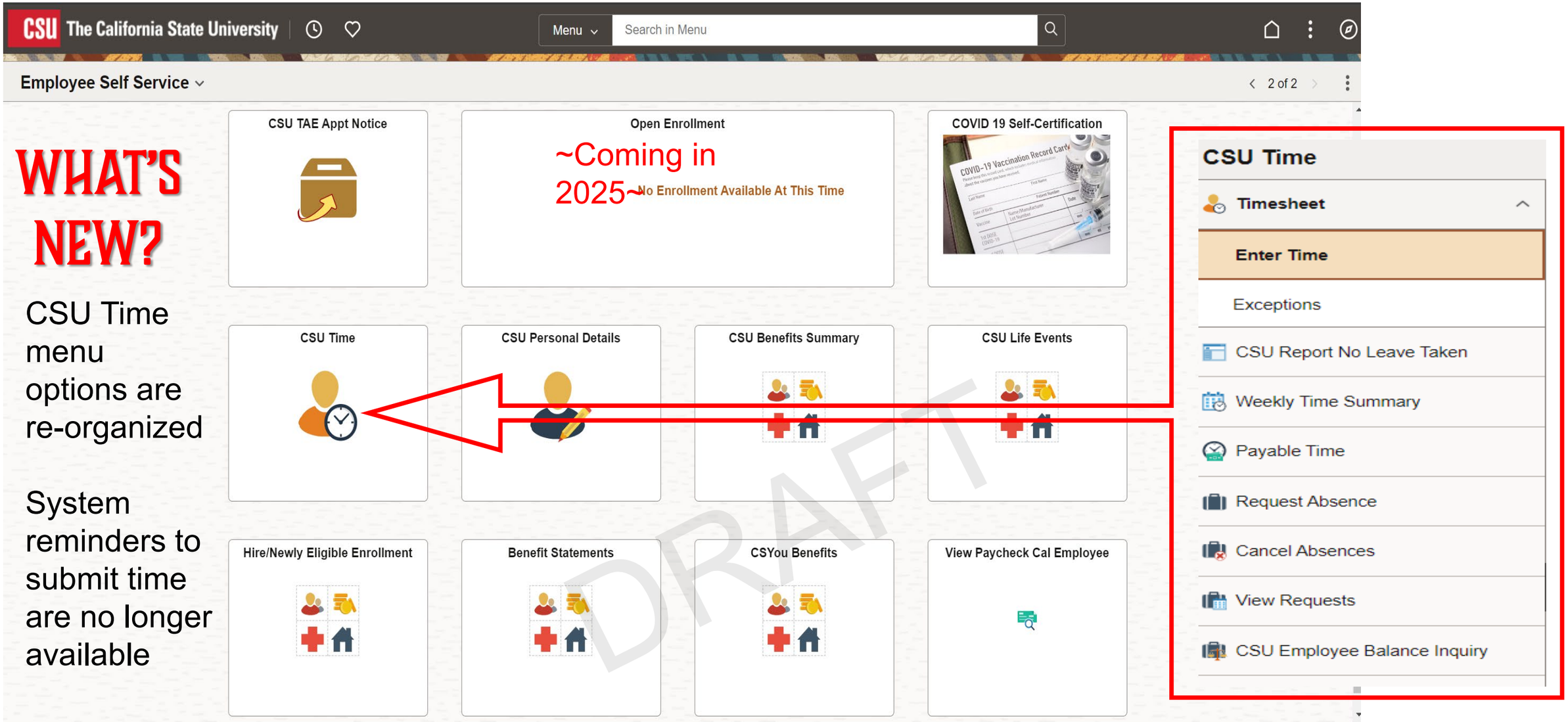


- Enroll/Cancel Benefits
- Add Dependents (e.g. birth of child)
- Delete dependents

WHAT'S NEW?

CSU Time menu options are re-organized

System reminders to submit time are no longer available



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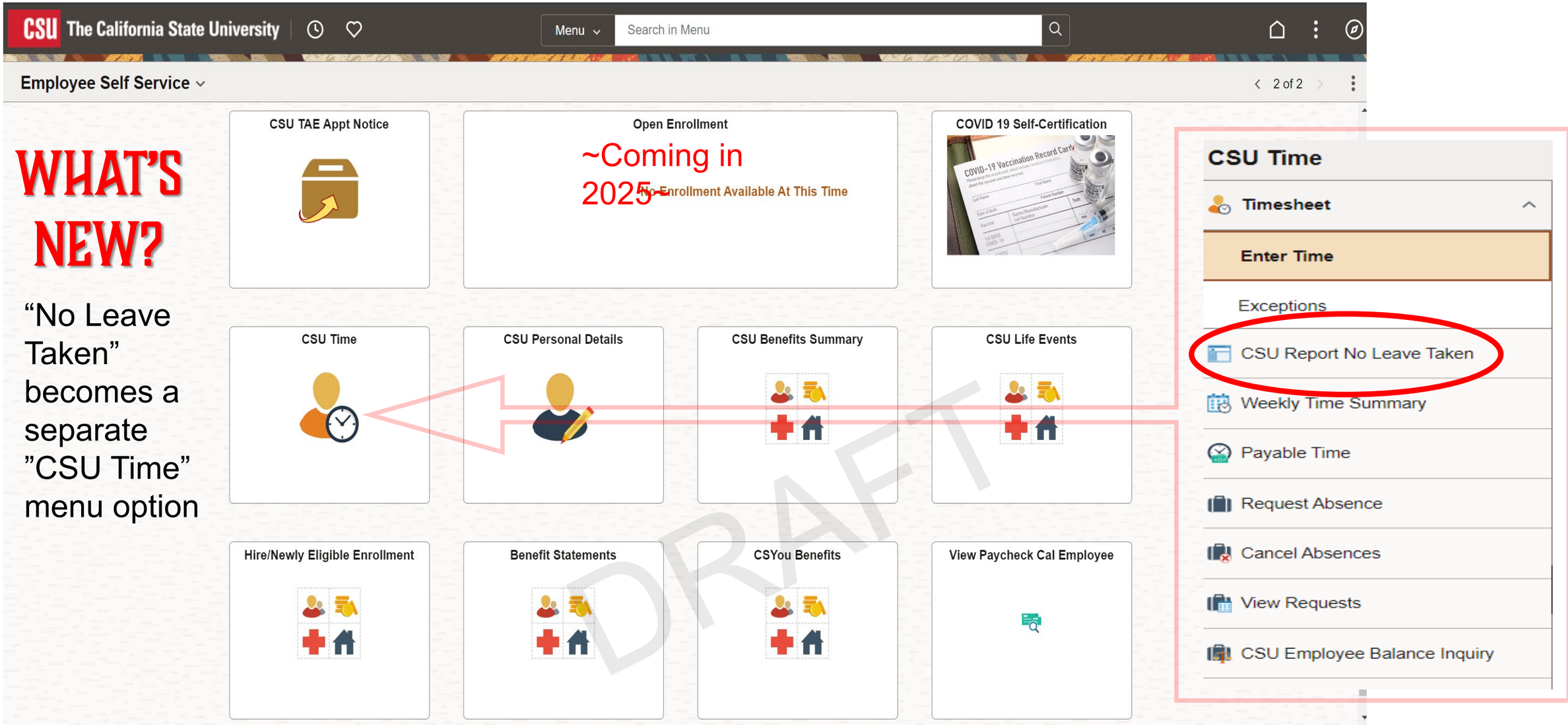
WHAT'S NEW?

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



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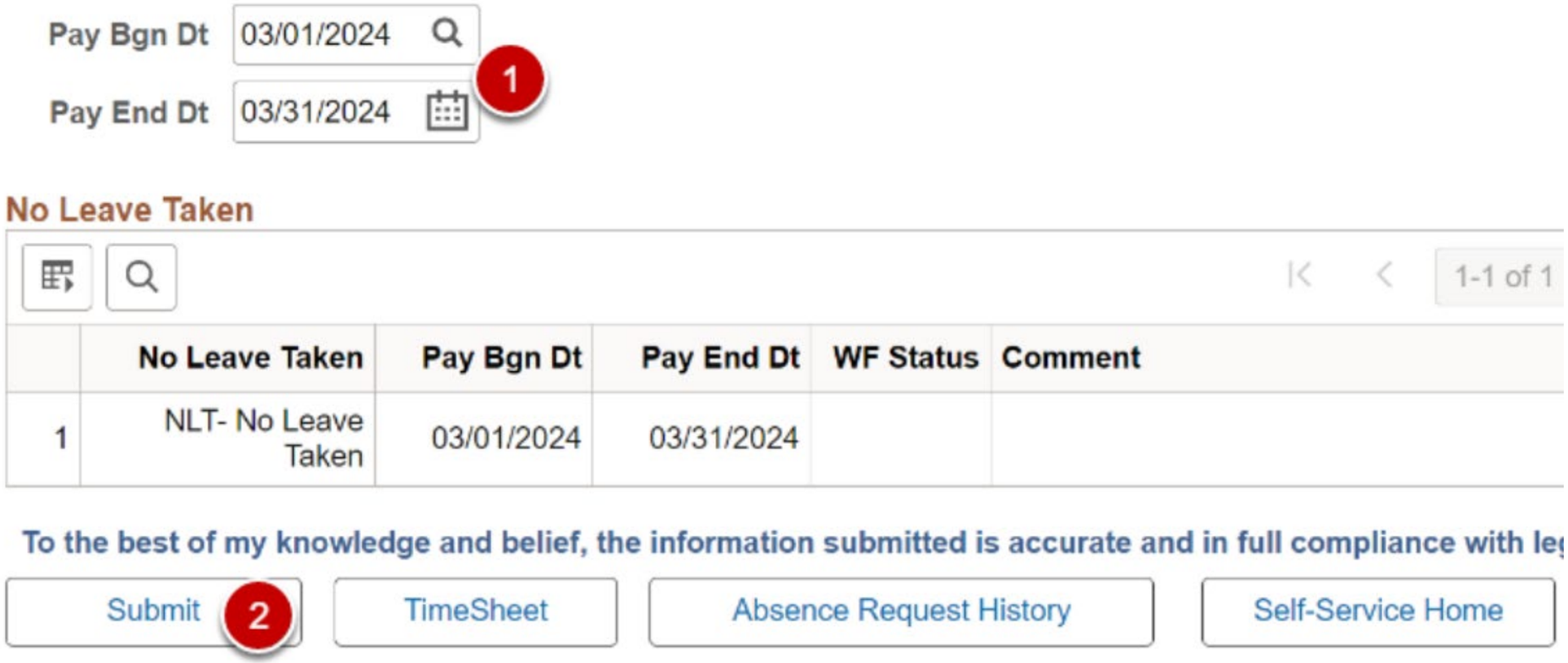
CSU Time > No Leave Taken > Submit

WHAT'S NEW?

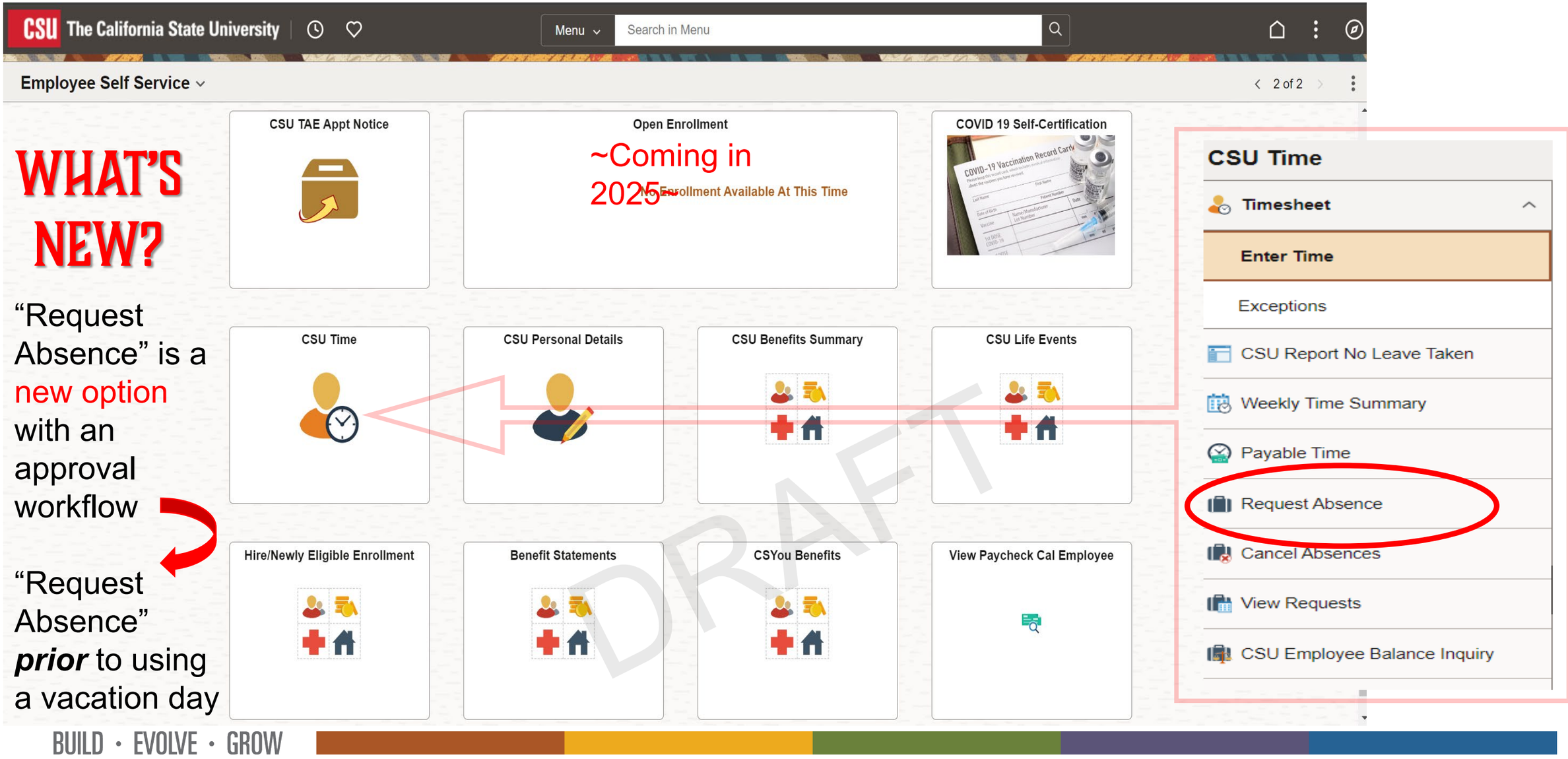
"No Leave Taken" becomes faster and easier to submit!



WHAT'S NEW?

"Request Absence" is a new option with an approval workflow

"Request Absence" ***prior*** to using a vacation day



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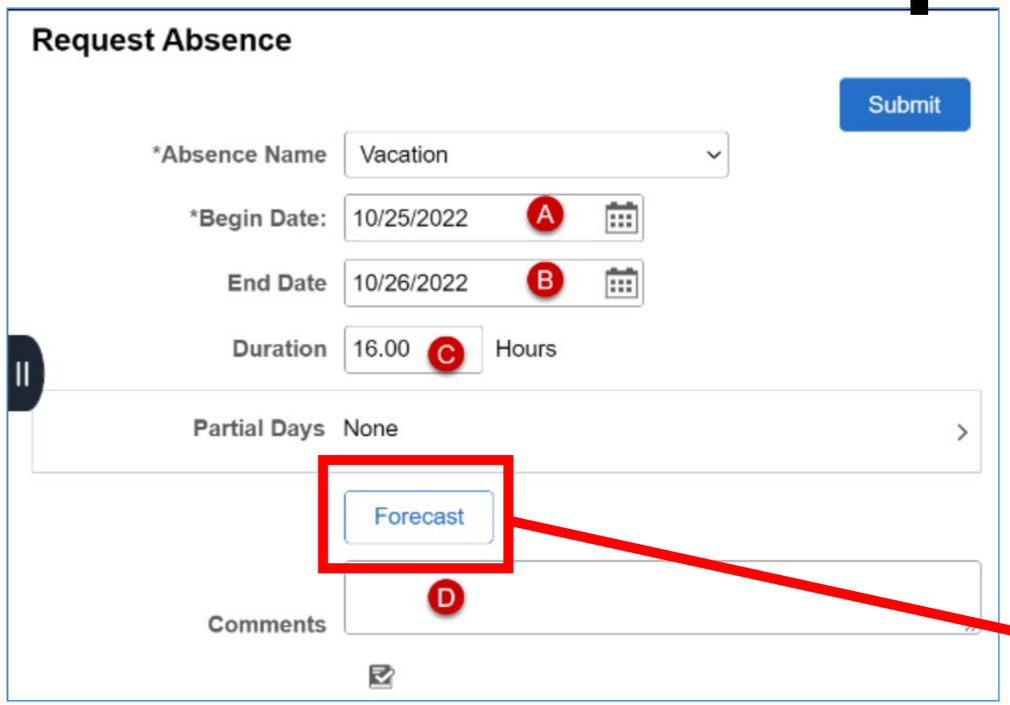
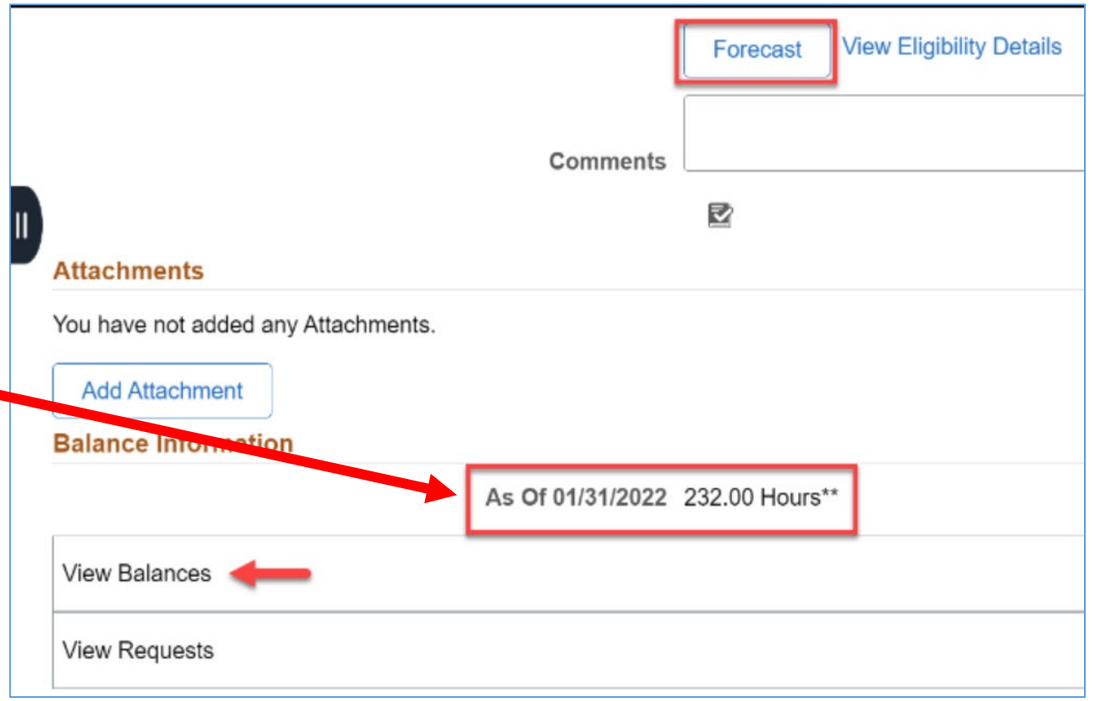
CSU Time > Request Absence

WHAT'S NEW?

New "Forecast" feature predicts the future leave balance

Both employees and approvers can forecast balances prior to submitting or approving





Temporary Academic Employment (TAE) Module

WHAT'S NEW?

Temporary Faculty (Unit 3)

- Replaces the current Temporary Faculty Contract module
- Unit 3 employees will accept appointments via TAE

AND

Academic Student Employees (Unit 11)

- Recruitment will move to CHRS Recruiting (PageUp)
- Hiring will move to CHRS TAE
- Unit 11 employees will accept appointments via TAE

Overall System Changes

Change Impact Overview

- *Sac State customizations*
- *Paper forms for benefits, payroll, and personal information updates*
- *Not designed for mobile device use*
- *Campus-owned process guides*

- *Use delivered CHRS functionality*
- *Potential for direct access for employees to update and view certain benefits, payroll, and personal information*
- *Mobile device use is encouraged*
- *Shared access to CHRS Knowledge Base of process guides*

QUESTIONS?

CHRS Website:

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

THANK YOU

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