

CHRS

Common Human Resources System

Introduction to CHRS

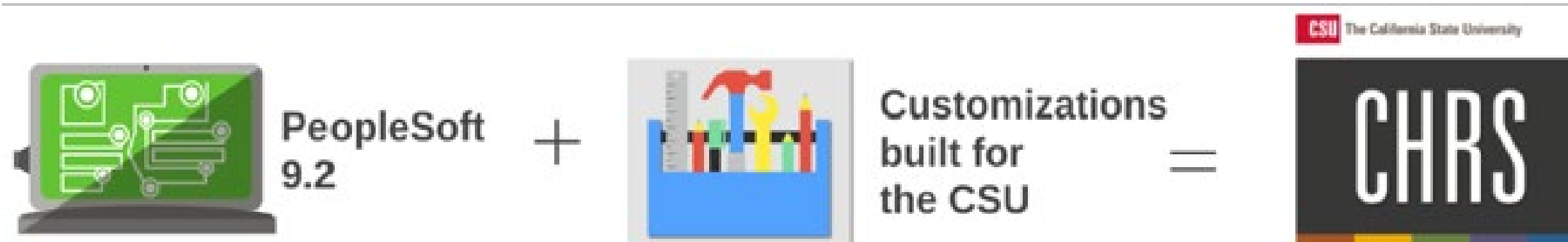
“Under the Hood” Demo

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?

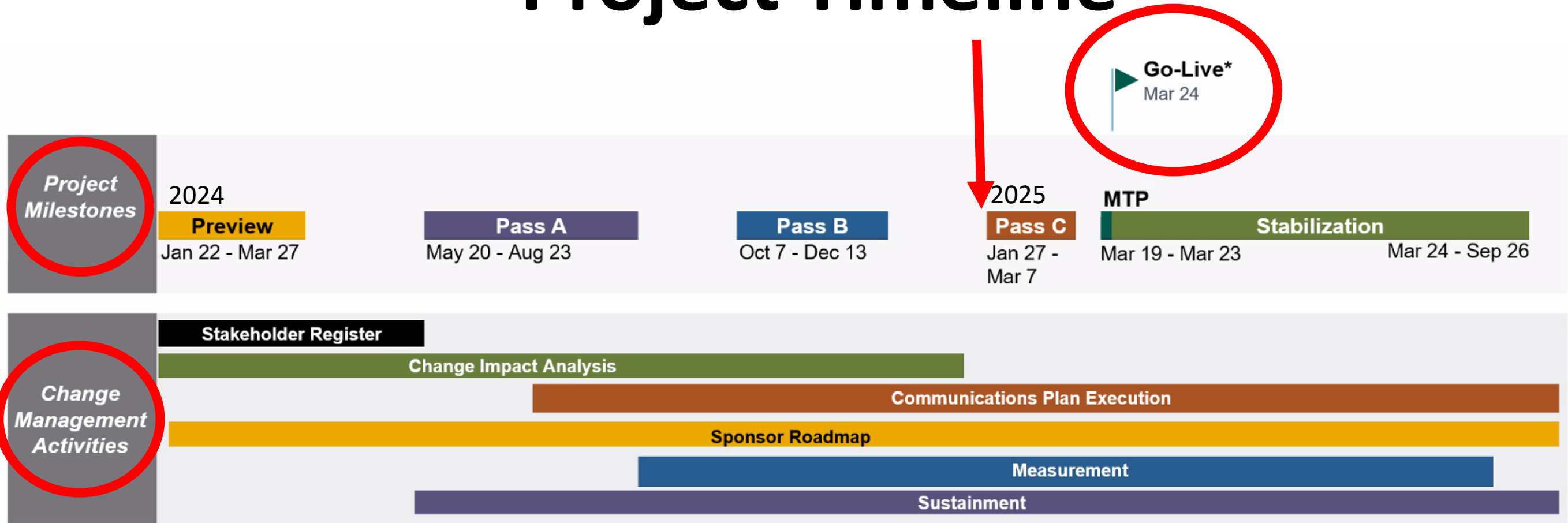
- Utilize new functionality, streamline processes and share best practices
- Enhance reporting with standardized data to assist in decision making
- Facilitate campus cross collaboration and systemwide training materials
- Improve user experience with future mobile access to HR services



What is included in CHRS?



Project Timeline



Just-in-Time Training

**Online
Job Aids
and Videos**



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.

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

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

Sneak Peek




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

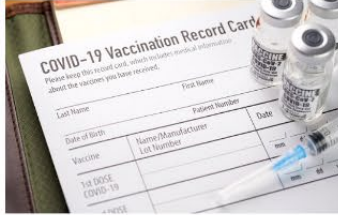


Open Enrollment


~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



BUILD • EVOLVE • GROW

CONFIDENTIAL TO THE CSU

• 7

CSU The California State University

Menu Search in Menu

Employee Self Service

2 of 2

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

WHAT'S NEW?

Tiles will have pop-out menus

New "Employee Self Service" features

Addresses

Contact Details

Name

Emergency Contacts

Disability

Veteran Status

CSU Preferred Name

CSU Paycheck Designee

CSU Ethnic Groups



CSU The California State University

Menu Search in Menu

Employee Self Service

2 of 2

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

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



CSU The California State University | Menu | Search in Menu

Employee Self Service

< 2 of 2 >

WHAT'S NEW?

CSU Time menu options are re-organized

System reminders to submit time are no longer available

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

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 The California State University | Menu | Search in Menu

Employee Self Service

WHAT'S NEW?

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

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

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



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

WHAT'S NEW?

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

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

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 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

Temporary Academic Employment (TAE) Module

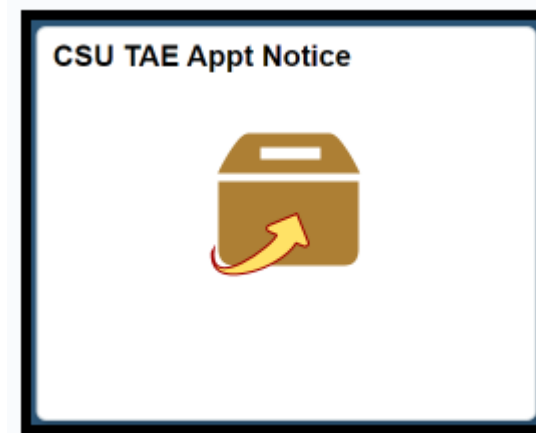
**WHAT'S
NEW?**



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

CHRS

Common Human Resources System

Overall System Changes

Change Impact Overview

BEFORE

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

AFTER

- *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

BUILD • EVOLVE • GROW

CSU The California State University

CHRS



BUILD • EVOLVE • GROW