

### CHRS Preparing for Implementation Action Requested: Download Leave Balance History

#### Background

No historical details of sick, vacation, and personal holiday usage, prior to March 2025, will be available in CHRS. Only absence **balances** as of the end of the February 2025 pay period will be migrated to CHRS.

**Until next Monday (March 10, 2025)**, employees may download Leave Balance History Details from My Sac State > Current Leave Balances to reference after CHRS go-live.

**Tuesday (March 11, 2025 at 7:00 AM)**, My Sac State links to the CMS HR system, such as “Current Leave Balance”, will be **inactivated**.

#### How to Download Balance History Details

- 1) Go to [My Sac State](#) and select “Current Leave Balance”



- 2) Select “Switch to Full Site” to export history details for Sick, Vacation or Personal Holiday



- 3) Select a tab (i.e. Sick, Vacation, Personal Holiday, etc.) and then select the spreadsheet icon to download history details.



- 4) Save the files for future reference.

#### Learn more about CHRS:

- [What is CHRS?](#)
- [Sac State CHRS Changes and Impacts](#)
- [CHRS Instructions and Job Aids](#)
- [Sac State HR Events](#) (search for "CHRS")
- [Submit a CHRS comment or question](#)