

# CHRS

# Common Human Resources System



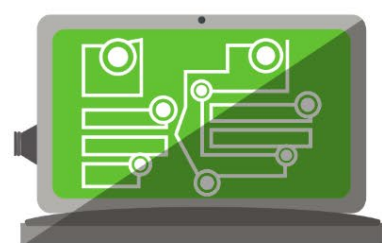
## Introduction to CHRS

## 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

+



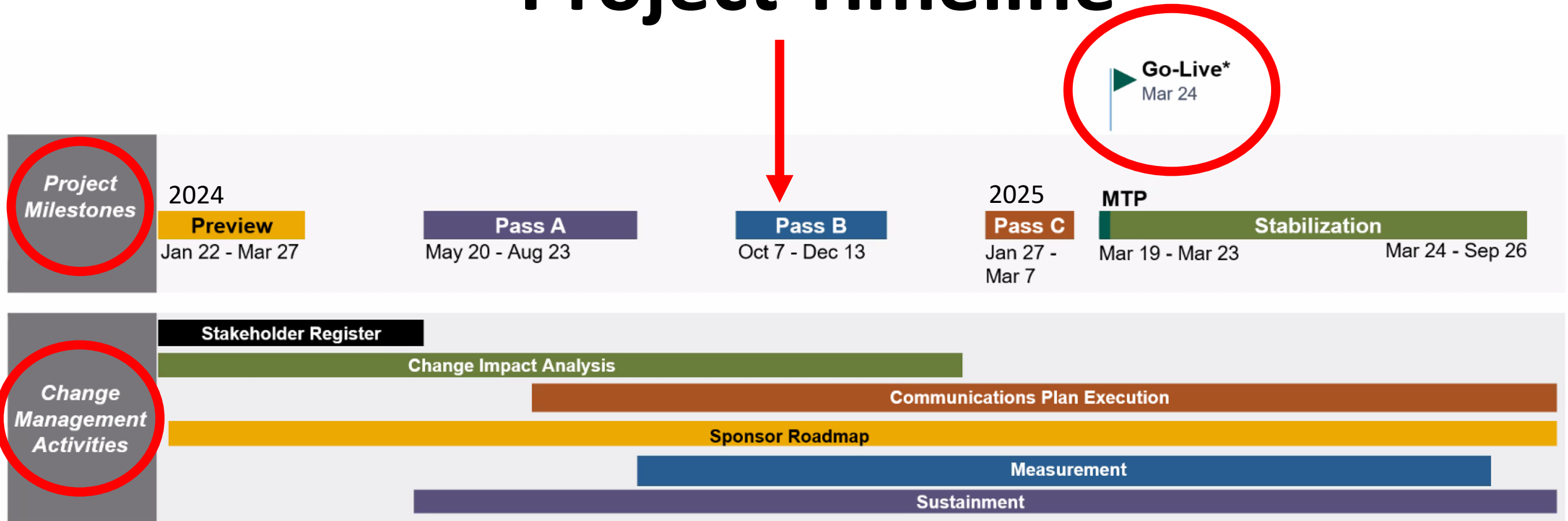
Customizations  
built for  
the CSU

=

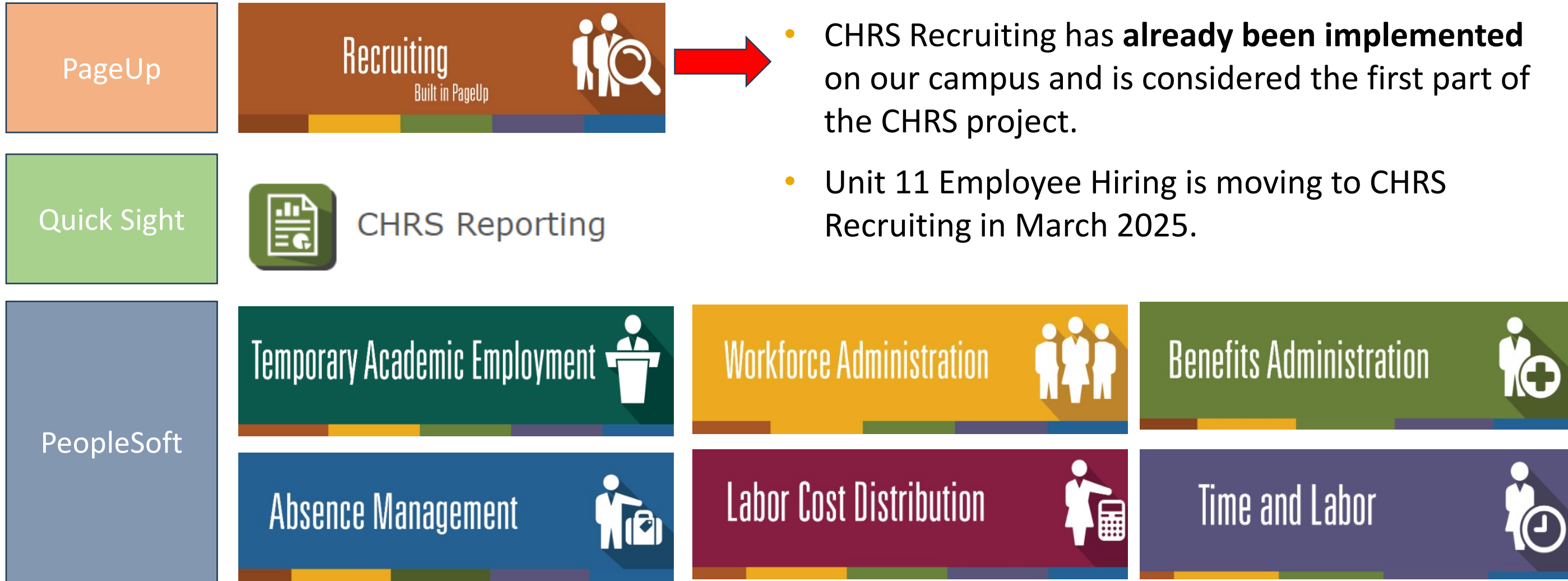
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# Project Timeline



## 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.

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

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Employee Self Service | 2 of 2

**WHAT'S NEW?**

New landing page upon login

CSU TAE Appt Notice

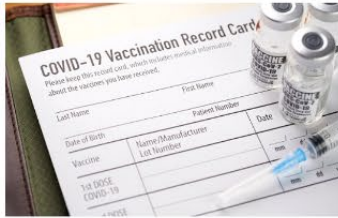


Open Enrollment


**~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



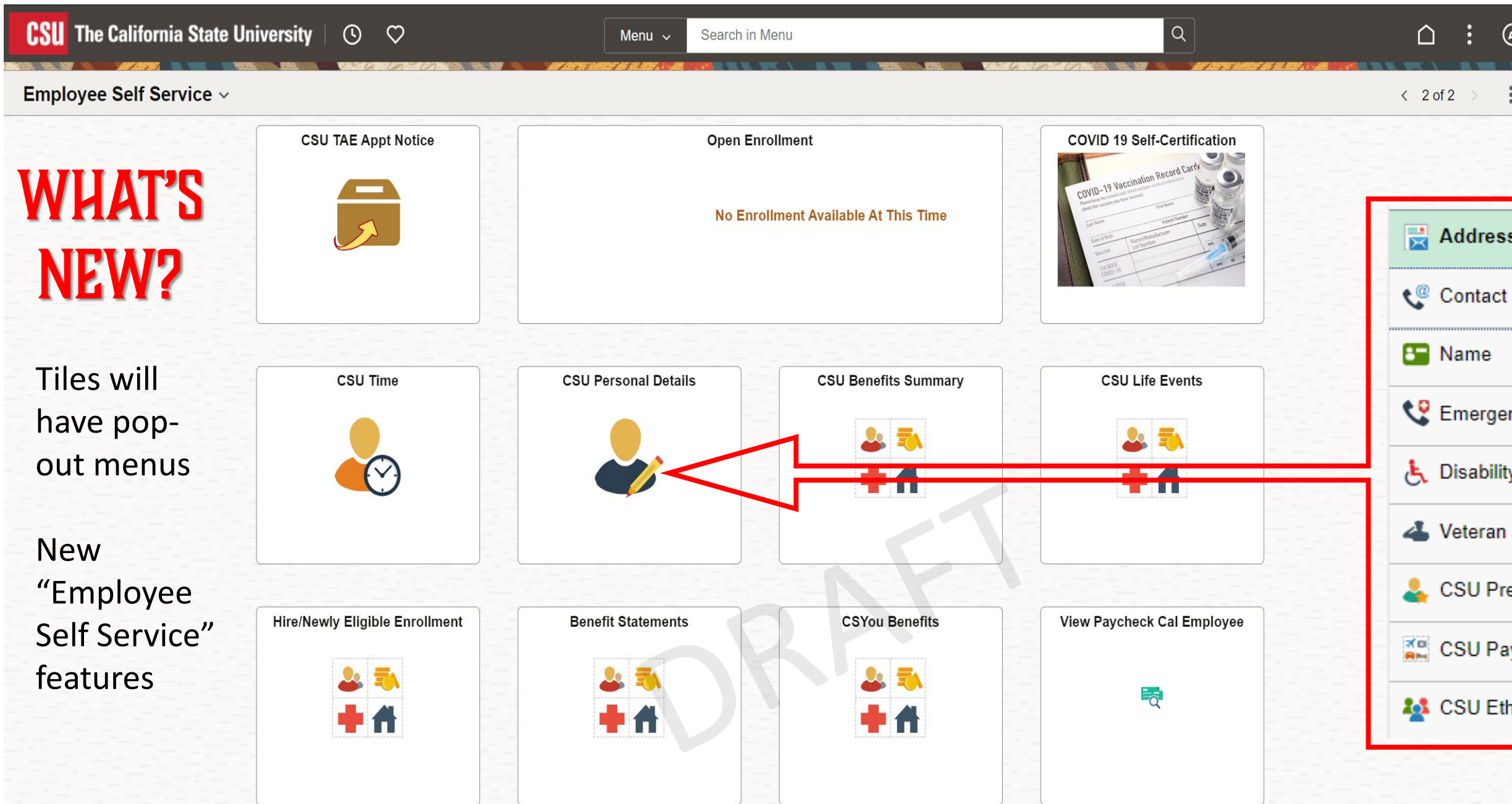
View Paycheck Cal Employee



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• 11



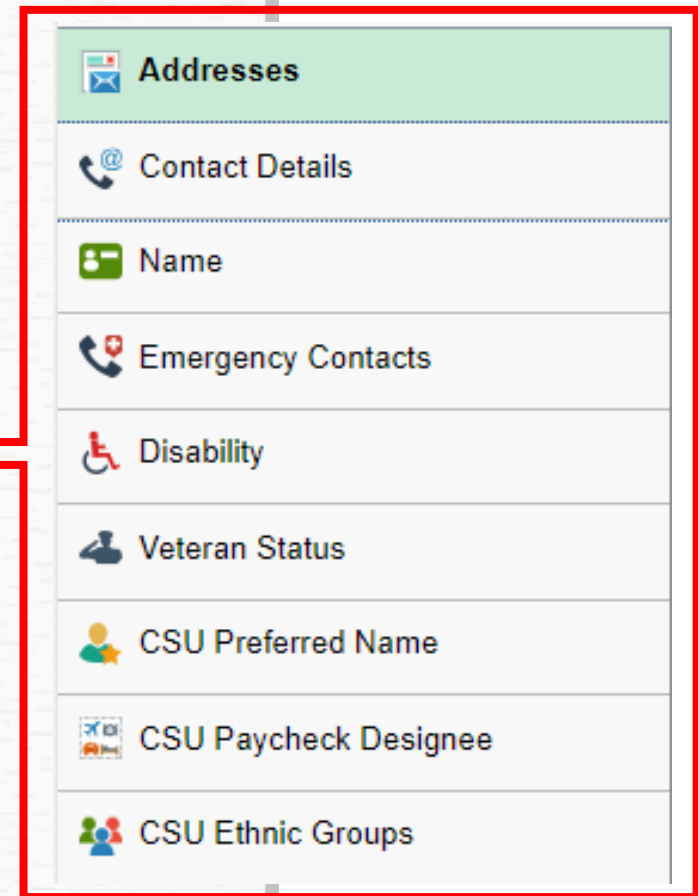
The screenshot shows the CHRS Employee Self Service interface. At the top, there is a navigation bar with the CSU logo, a search bar, and a menu icon. Below the navigation bar, there is a section titled "Employee Self Service" with a dropdown arrow and a page indicator "2 of 2". The main content area contains several 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 COVID-19 vaccination record card and vials.
- 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.

**WHAT'S NEW?**

Tiles will have pop-out menus

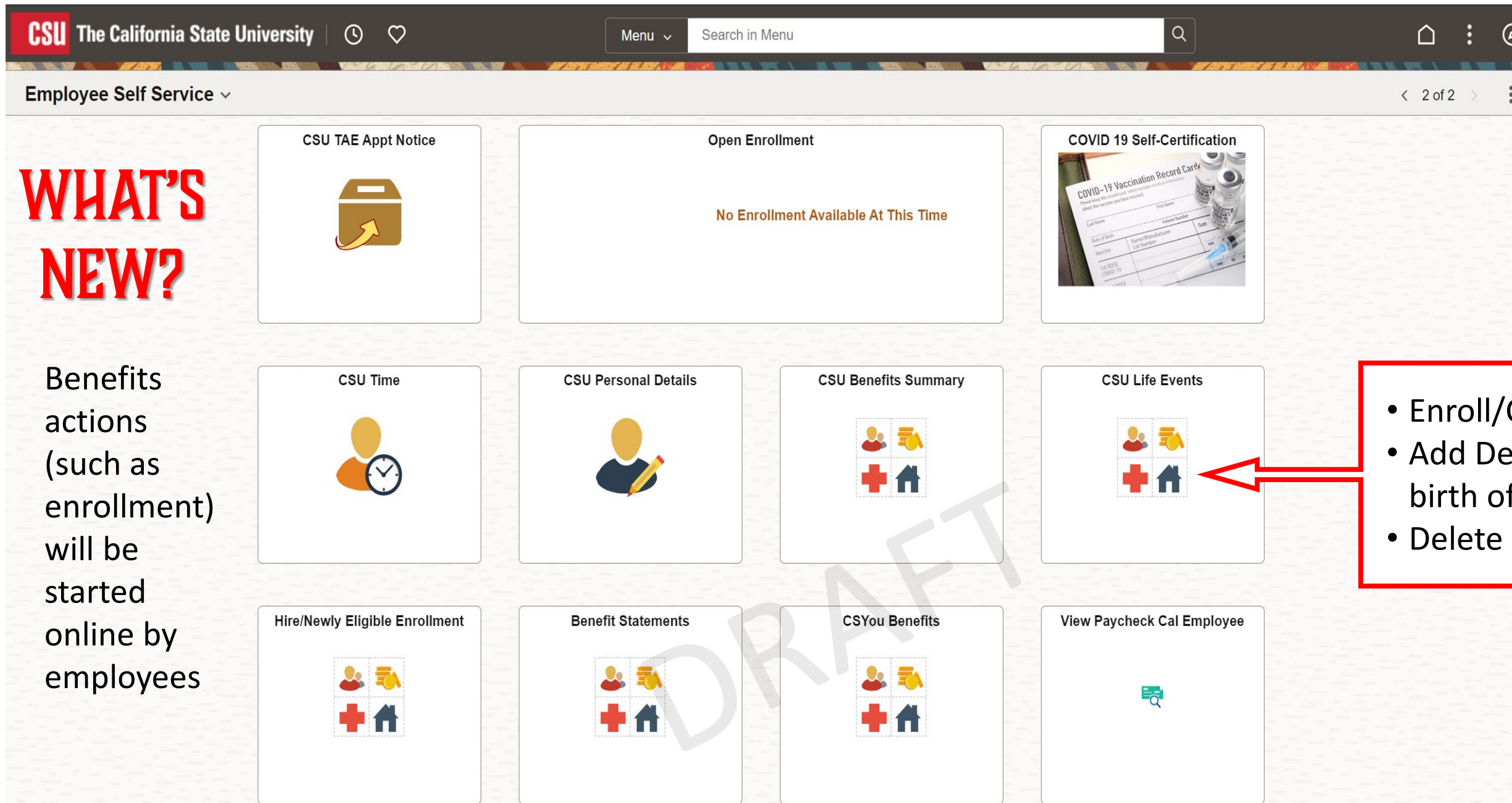
New "Employee Self Service" features



A red-bordered pop-out menu is shown on the right side of the interface, listing various personal details and contact information options:

- Addresses
- Contact Details
- Name
- Emergency Contacts
- Disability
- Veteran Status
- CSU Preferred Name
- CSU Paycheck Designee
- CSU Ethnic Groups





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Menu Search in Menu

Employee Self Service

2 of 2

**WHAT'S NEW?**

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

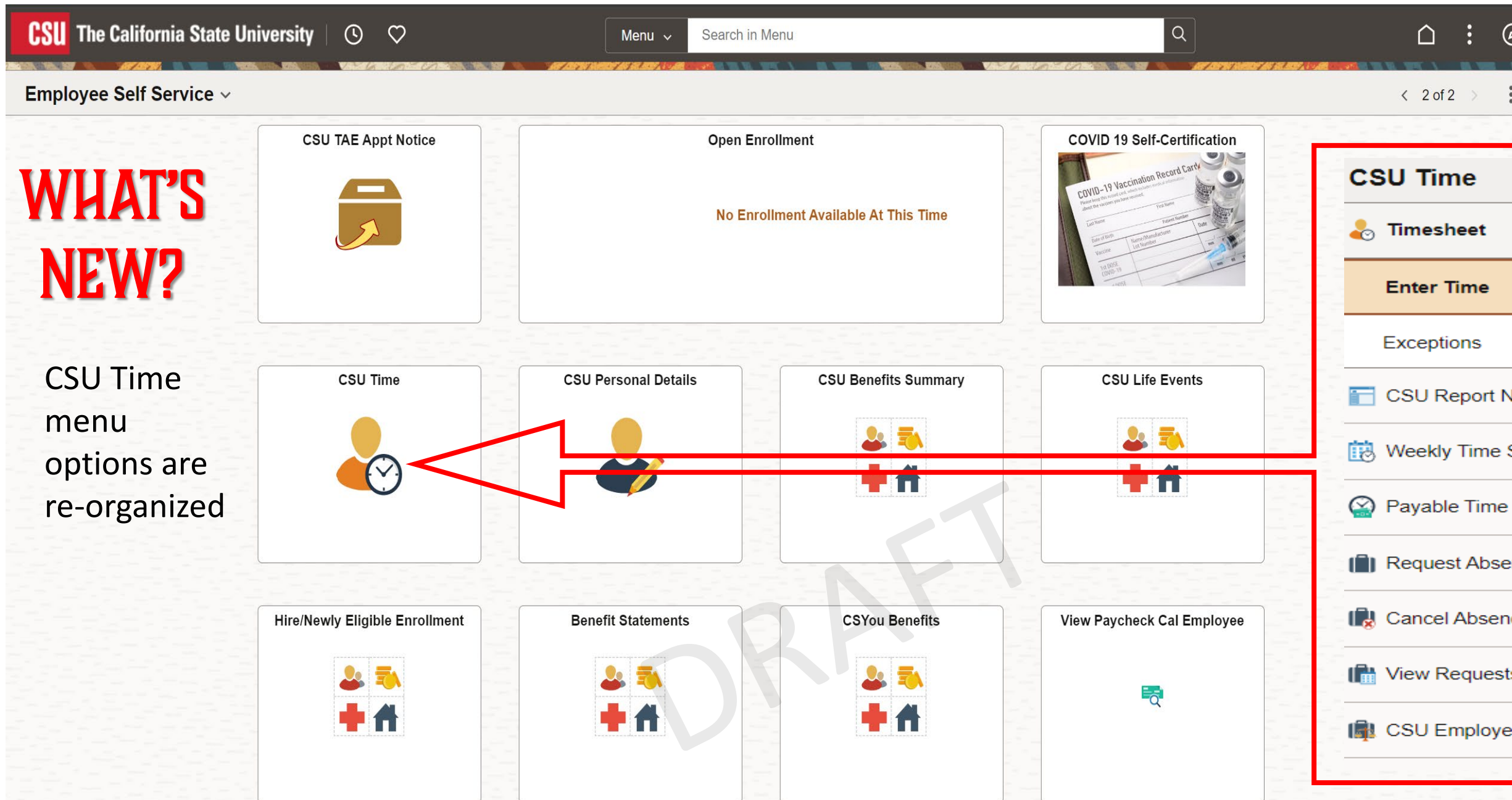
Benefit Statements

CSYou Benefits

View Paycheck Cal Employee

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

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

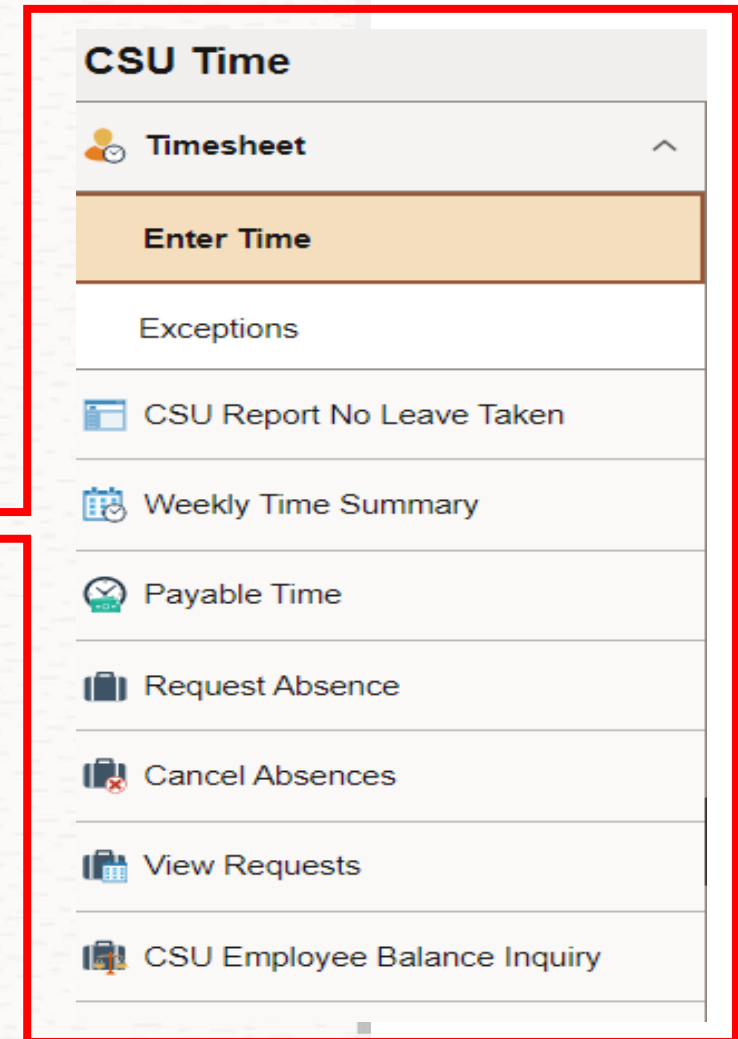


The screenshot shows the CHRS Employee Self Service portal. At the top, there is a navigation bar with the CSU logo, a search bar, and a menu icon. Below the navigation bar, the page title is "Employee Self Service". The main content area is a grid of service tiles:

- CSU TAE Appt Notice (with a briefcase icon)
- Open Enrollment (with the text "No Enrollment Available At This Time")
- COVID 19 Self-Certification (with a vaccination record card icon)
- CSU Time (with a person and clock icon)
- CSU Personal Details (with a person and pencil icon)
- CSU Benefits Summary (with a person, list, and house icon)
- CSU Life Events (with a person, list, and house icon)
- Hire/Newly Eligible Enrollment (with a person, list, and house icon)
- Benefit Statements (with a person, list, and house icon)
- CSYou Benefits (with a person, list, and house icon)
- View Paycheck Cal Employee (with a magnifying glass icon)

**WHAT'S NEW?**

CSU Time menu options are re-organized



The CSU Time menu dropdown is highlighted with a red border and contains the following options:

- Timesheet (with a person and clock icon)
- Enter Time (highlighted in orange)
- Exceptions
- CSU Report No Leave Taken
- Weekly Time Summary
- Payable Time
- Request Absence
- Cancel Absences
- View Requests
- CSU Employee Balance Inquiry

**WHAT'S NEW?**

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

**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

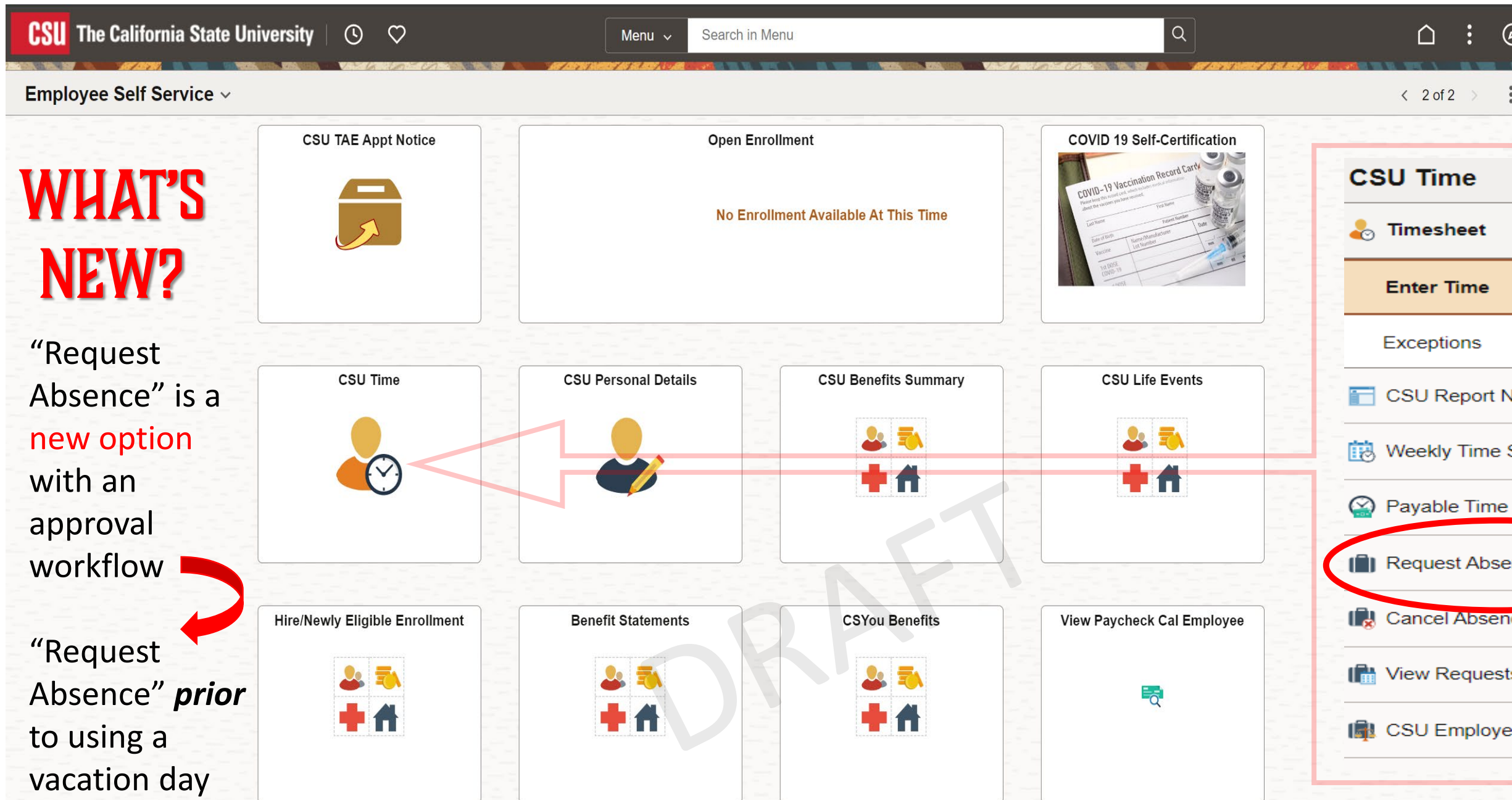
**1**

**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**



**WHAT'S NEW?**

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

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



**CSU Time**

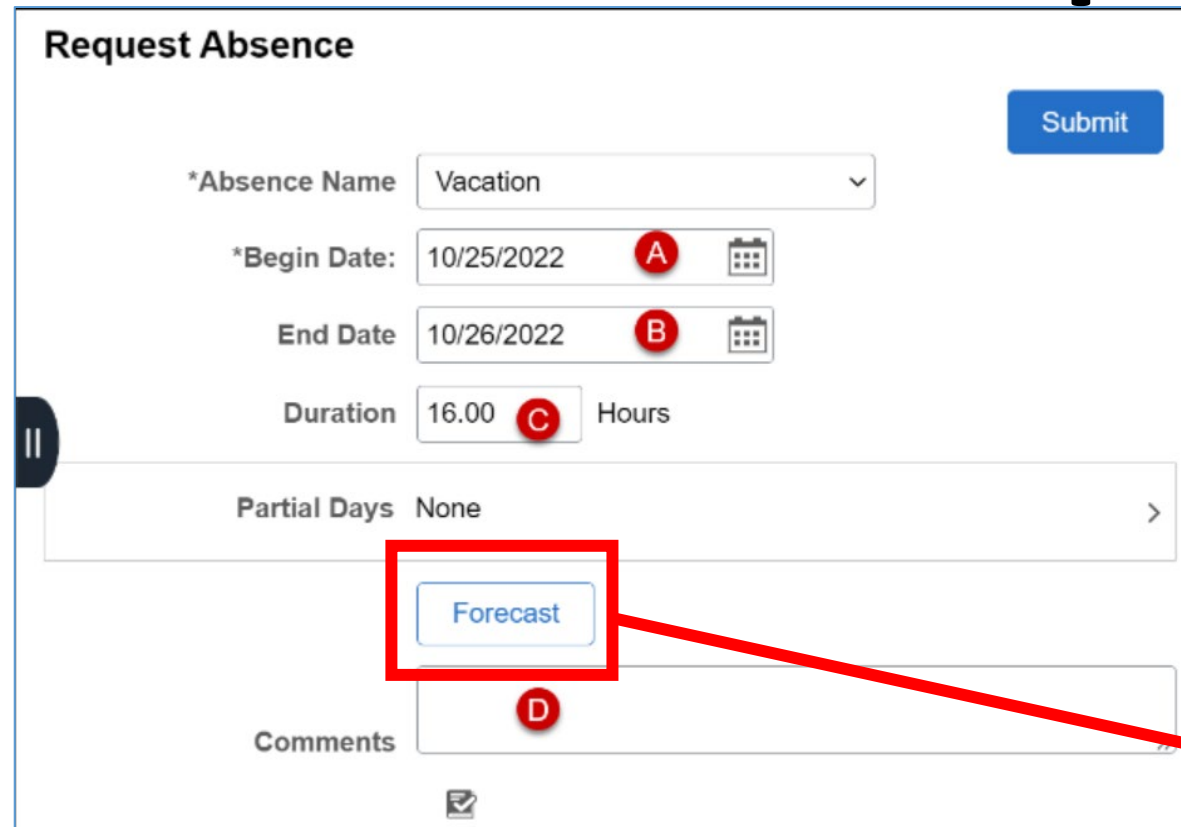
- Timesheet
- Enter Time**
- Exceptions
- CSU Report No Leave Taken
- Weekly Time Summary
- Payable Time
- Request Absence**
- Cancel Absences
- View Requests
- CSU Employee Balance Inquiry

# 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)

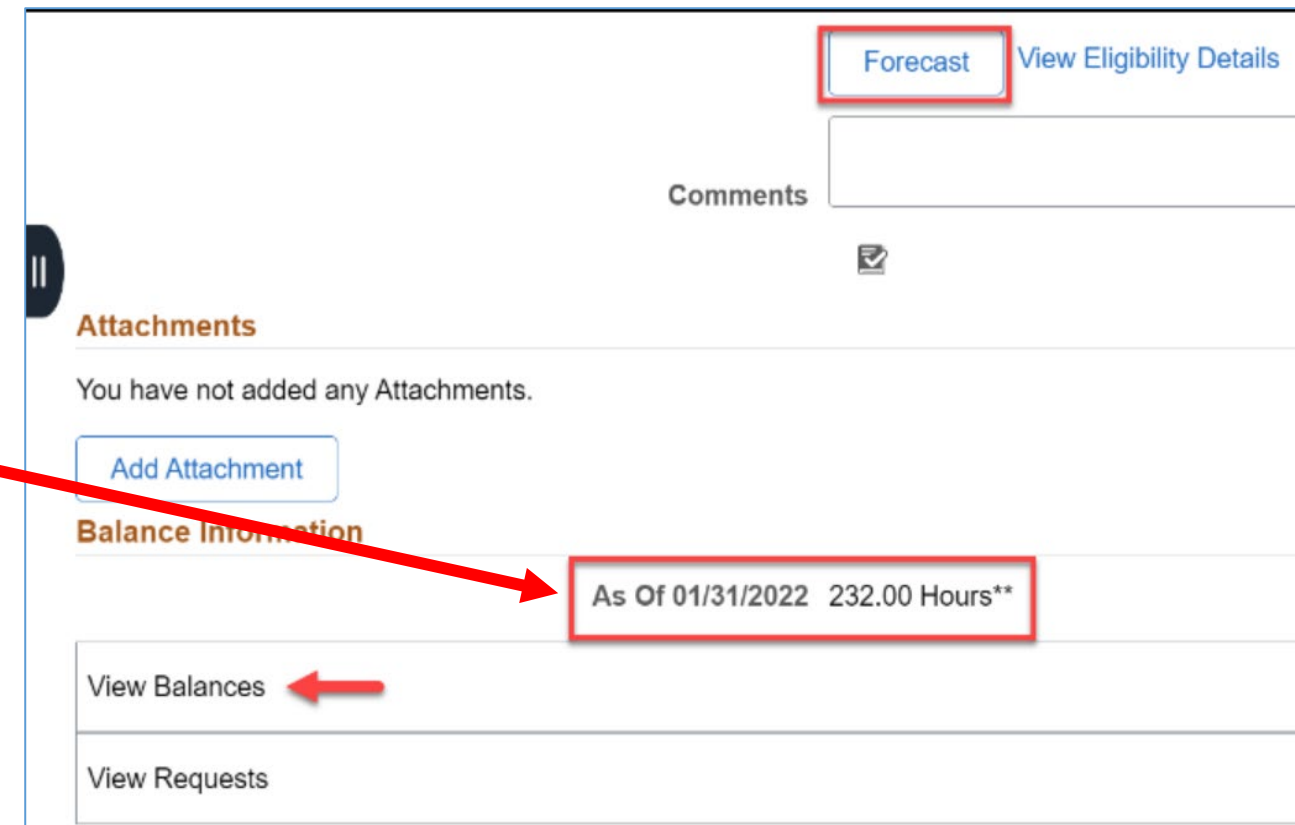
End Date: 10/26/2022 (B)

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

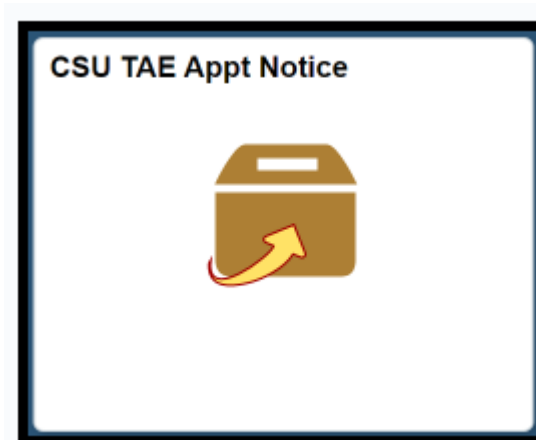
**WHAT'S NEW?**



## Temporary Faculty (Unit 3)

- Replaces the current Temporary Faculty Employment (TFE) 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

# 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:



# THANK YOU

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# CHRS



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