

CHRS

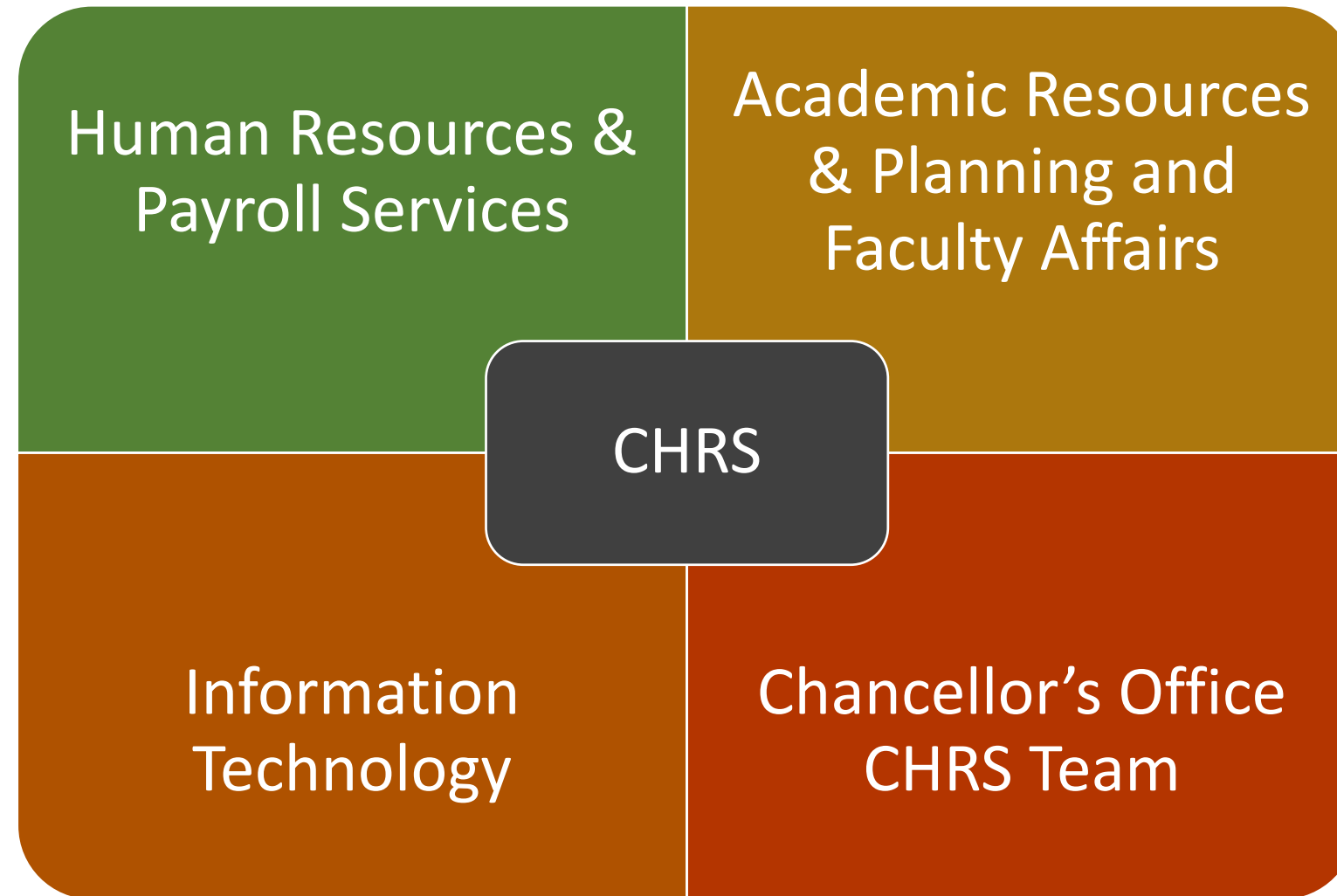
Common Human Resources System



Introduction to CHRS

Welcome! We will begin at 12:17 AM.

CSU East Bay's CHRS Implementation Team





Welcome



Agenda

- What is CHRS and Its Purpose in the CSU
- What's New and What's Changing
- Implementation Timeline and Key Dates Leading to Go-Live
- Impacts to Employees, Timekeepers, and Managers
- Where to Find Tools, Training, and Resources

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



PeopleSoft
9.2

+



Customizations
built for
the CSU

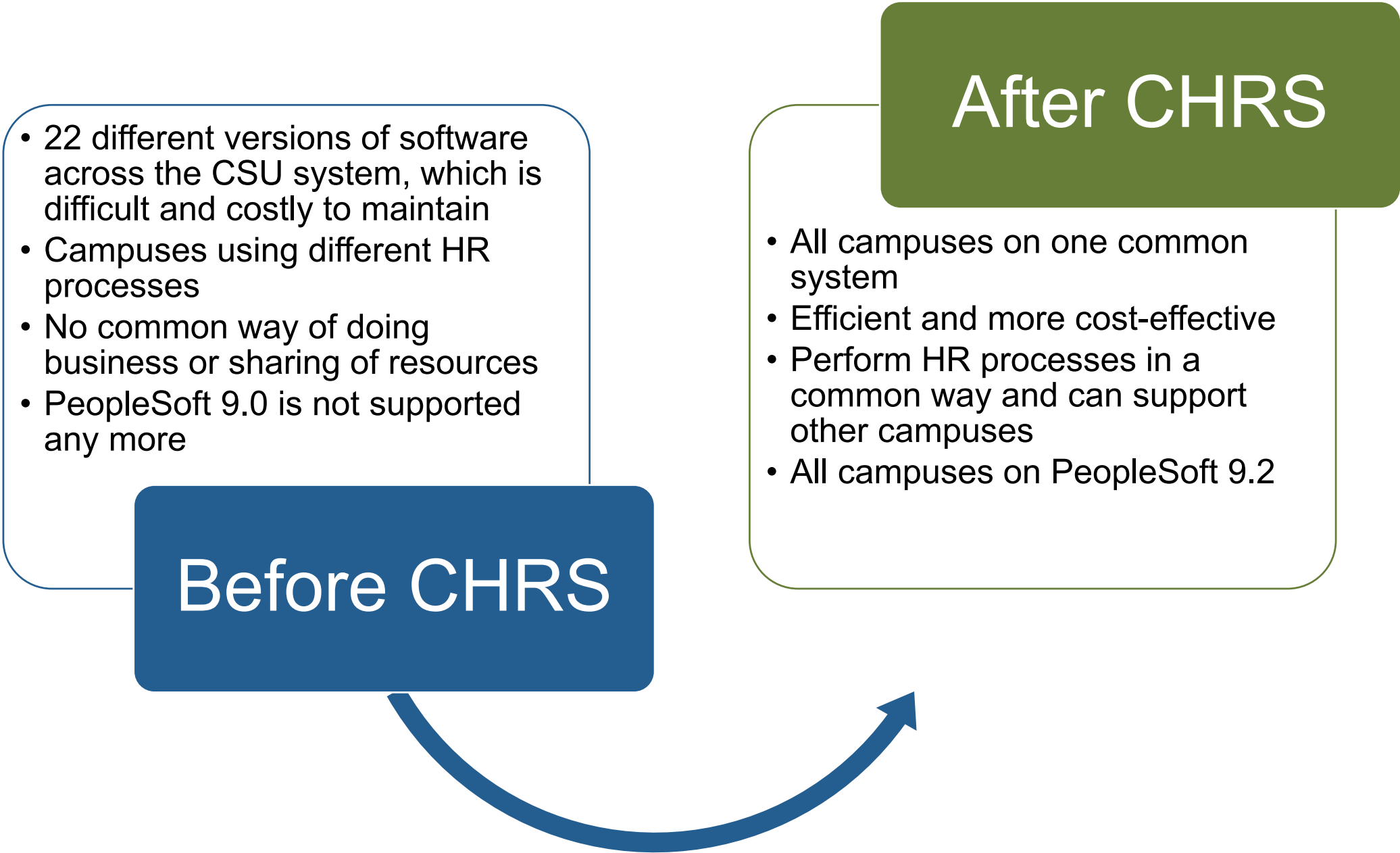
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CSU The California State University



WHY are we implementing 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





How far along is the project?

Live as of March 2026 – 12 campuses

- Fullerton, Stanislaus, Channel Islands, Maritime, Chico, Sacramento, San Bernardino, Monterey Bay, Bakersfield, Pomona, Dominguez Hills, San Marcos

Going live with us in May 2026

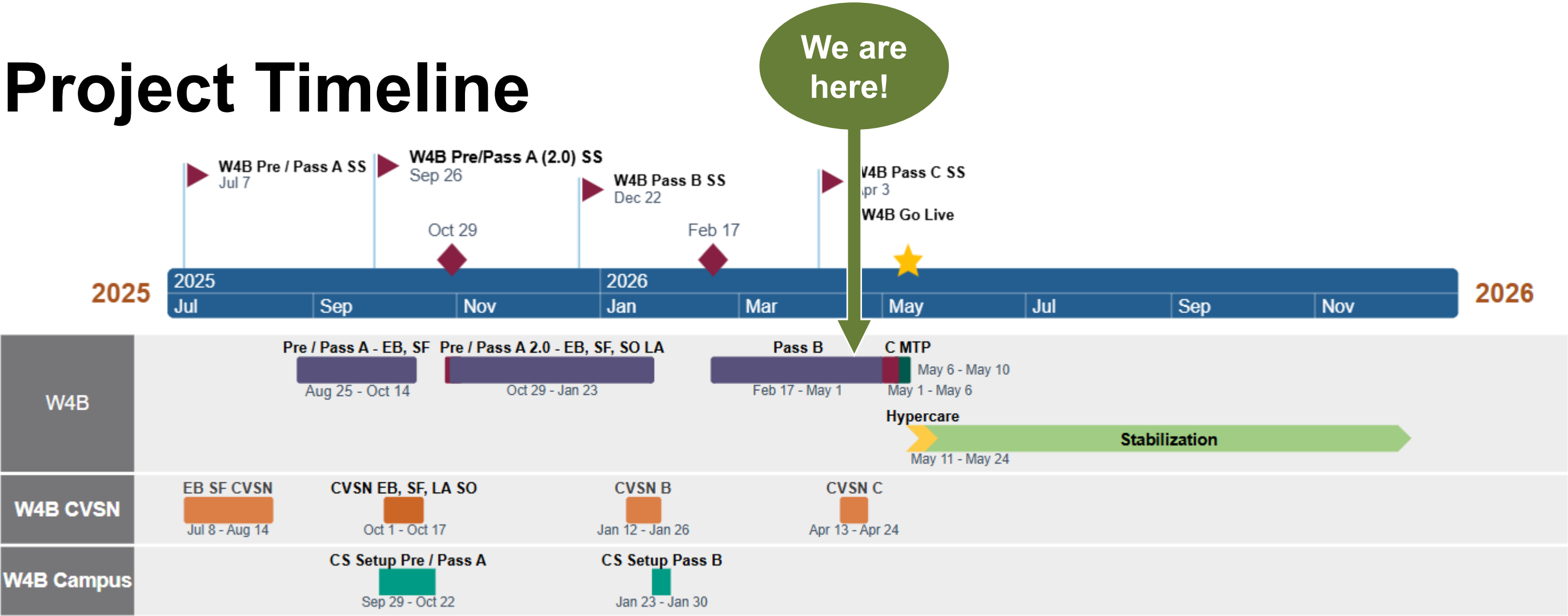
- East Bay, San Francisco, Sonoma, Los Angeles

Going live in Spring 2027

- Long Beach, Office of the Chancellor, Fresno, Humboldt, San Jose, Northridge, San Luis Obispo, San Diego



Project Timeline



*Timeline is subject to change

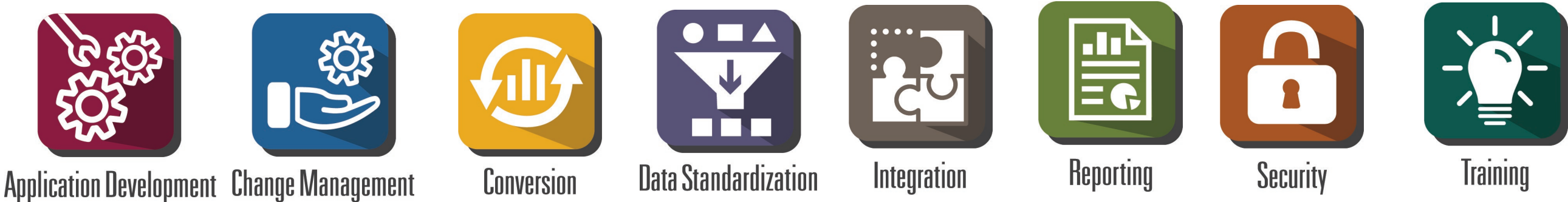


- CHRS Recruiting is built in PageUp.
- CHRS Recruiting has **already been implemented** on our campus and is considered the first part of the CHRS project.

CHRS includes these modules:



And these workstreams:



BUILD • EVOLVE • GROW





A Closer Look at the Modules

Absence Management (AM)

This module processes CSU leaves: sick, vacation, personal holiday, bereavement, etc. Employees enter their own leaves through self-service.

Benefits Administration (BEN)

The Benefits Administration Module processes and tracks CSU benefits eligibility and enrollment information.

Temporary Academic Employment (TAE)

Temporary Academic Employment (TAE) is a custom module used for the appointment/reappointment of academic employees such as lecturers, TA, coaches, librarians, and instructional student assistants.

Time & Labor (TL)

Time tracking and processing module for all non-exempt employees' time to create the Payroll Input Process (PIP) file to produce an employee's paycheck.



Workforce Administration

- **New!** CHRS ID
 - A 9-digit number unique to each employee
 - Internal to CHRS
- *East Bay NetID remains the same for campus services (e.g., CSUEB ID card, library, etc.)*
- **New!** Employee Record # may be renumbered as part of data conversion

Position Management

- **New!** Position numbers will be renumbered as part of data conversion
- Job Codes remain the same
- Tools will be available for both CHRS IDs and Position Numbers



Current East Bay Employee Self Service

Employee | Manager/Timekeeper | My Page

Personal Information

- Personal Information Summary
- Addresses
- Phone Numbers
- Email Addresses
- Emergency Contacts
- Veteran Status
- Disability
- CSUEB Ethnicity Resurvey
- COVID19 Self Certification

Benefits Information

- Benefits Summary
- Dependent Information
- New Enrollment
- Life Events
- Open Enrollment

Job/Payroll Information

- Job History
- Paycheck Data

Time and Absence Information

- Report and View Absences
- View Absence Balances

Welcome to MyHR Employee Page

Cal State East Bay's self-service system for employees.

Employees use MyHR to:

- review and update personal information
- enroll in benefits
- review benefit and dependent information
- review, enter and approve student and hourly time
- review, enter and approve absence information
- view paycheck and compensation history

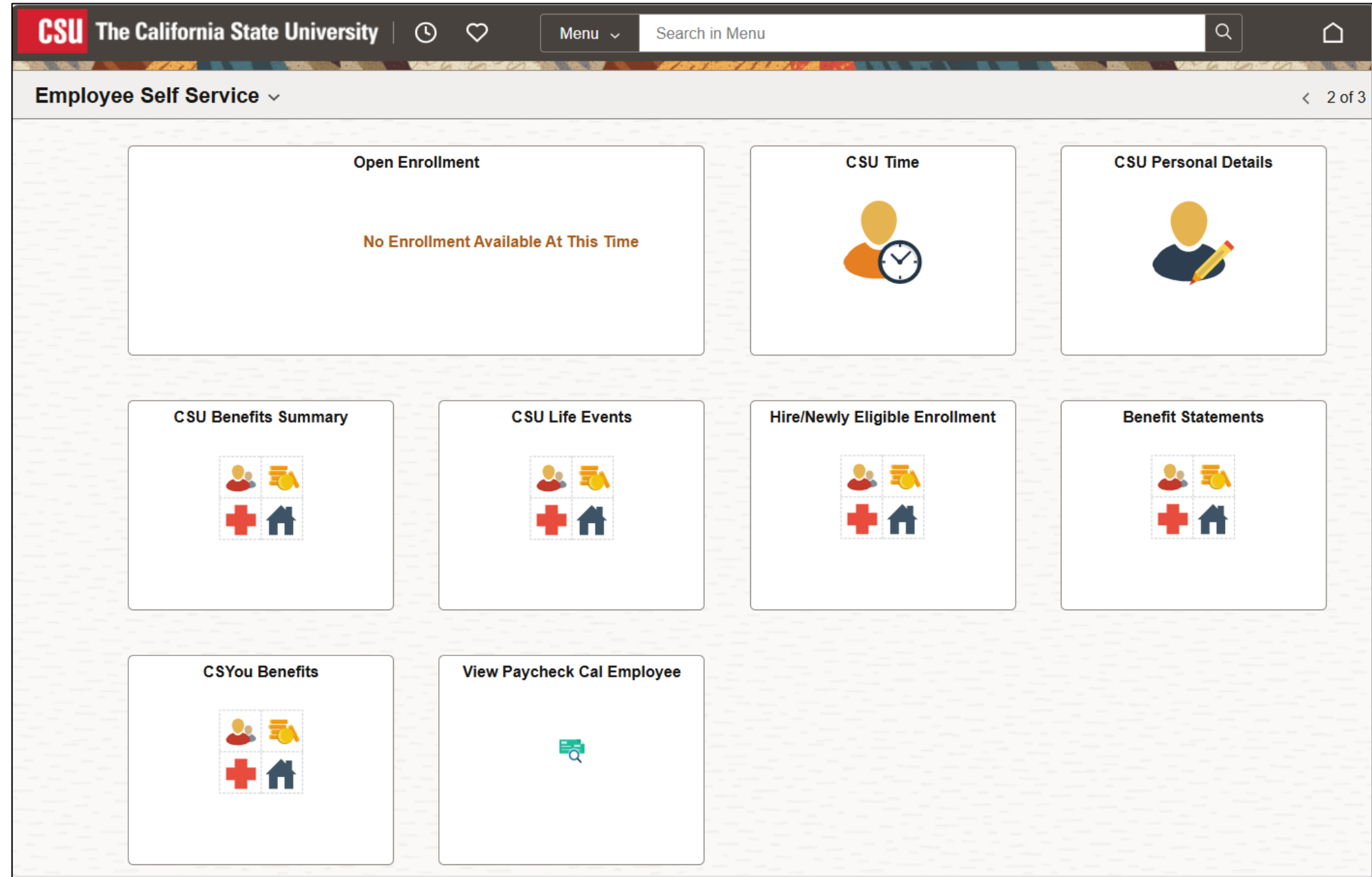


CHRS Employee Self Service

- **New!** View Paycheck Cal Employee Connect: Redirects to CEC
- **NEW!** CSYou Benefits

Same but different look and feel

- CSU Personal Details: Update personal information
- Benefits Tiles: Manage your elections and coverage
- CSU Time: Hourly Time and Request Absence





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



The screenshot shows the CHRS Employee Self Service dashboard. At the top, there is a navigation bar with the CSU logo, a search bar, and a menu. Below the navigation bar, the main content area is titled "Employee Self Service" and contains several service tiles. The "CSU Time" tile is highlighted with a red arrow pointing to it from the right-hand sidebar. Other tiles include "Open Enrollment", "CSU Personal Details", "CSU Benefits Summary", "CSU Life Events", "Hire/Newly Eligible Enrollment", "Benefit Statements", "CSYou Benefits", and "View Paycheck Cal Employee".

The sidebar menu for "CSU Time" is shown on the right. It includes the following items:

- Timesheet
- 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



CHRS Absence Management

- **New!** “Forecast” feature predicts the future leave balance
- Both employees and approvers can forecast balances prior to submitting or approving

The screenshot shows the 'Request Absence' form in the CHRS system. The form includes the following fields and options:

- Request Absence** (Section Header)
- *Absence Name:** Vacation (dropdown menu)
- *Begin Date:** 04/07/2026 (calendar icon)
- End Date:** (empty field with calendar icon)
- Duration:** 8.00 HOURS
- Partial Days:** None (dropdown menu)
- Forecast:** A green button highlighted with a red box.
- Comments:** (empty text area)
- Attachments:** You have not added any Attachments. + Add Attachment (button)
- Balance Information:**
 - As Of 02/28/2026 342.00 Hours** (highlighted with a red box)
 - View Balances (dropdown menu)
 - View Requests (dropdown menu)
- Submit:** (button at the bottom)



Timesheet

- **New!** Look and Feel
- **New!** Mobile Friendly

Job Title: Student Trainee, On-Campus Wor

1 April - 30 April 2026

CSU State Calendar

Scheduled 176.00
Reported 0.00 Hours

[View Legend](#)

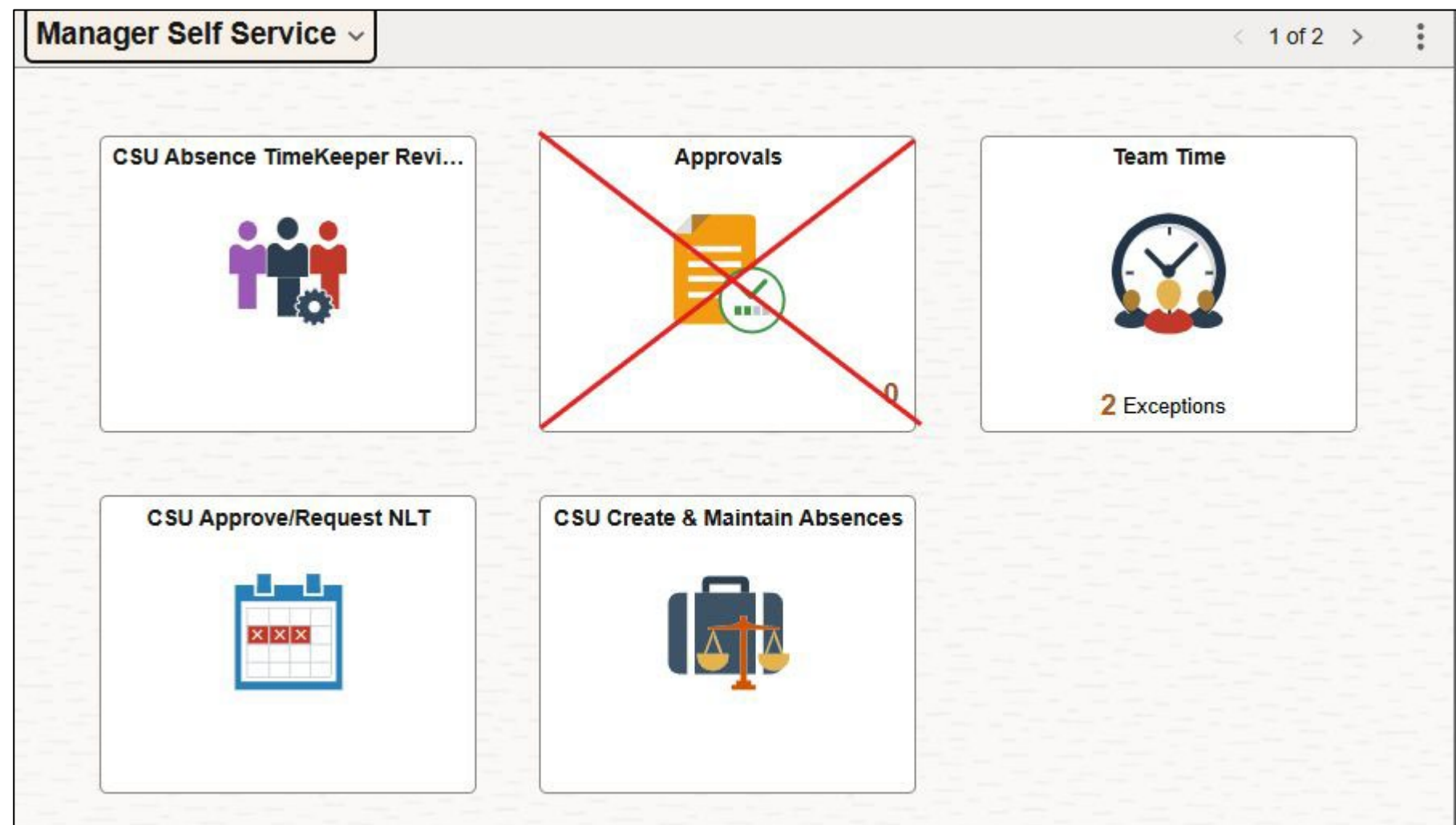
DAY SUMMARY		IN	OUT	IN	OUT	TIME DETAILS	COMMENTS		
01 Apr Wednesday Reported 0.00	⌵	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			+	-
02 Apr Thursday Reported 0.00	⌵	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			+	-
03 Apr Friday Reported 0.00	⌵	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			+	-
04 Apr Saturday Reported 0.00	⌵	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			+	-

In this section

- Timesheet
 - Enter Time
 - Exceptions
- Weekly Time Entry
- Weekly Time Summary
- Payable Time
- CSU Employee Balance Inquiry
- Switch to Classic View

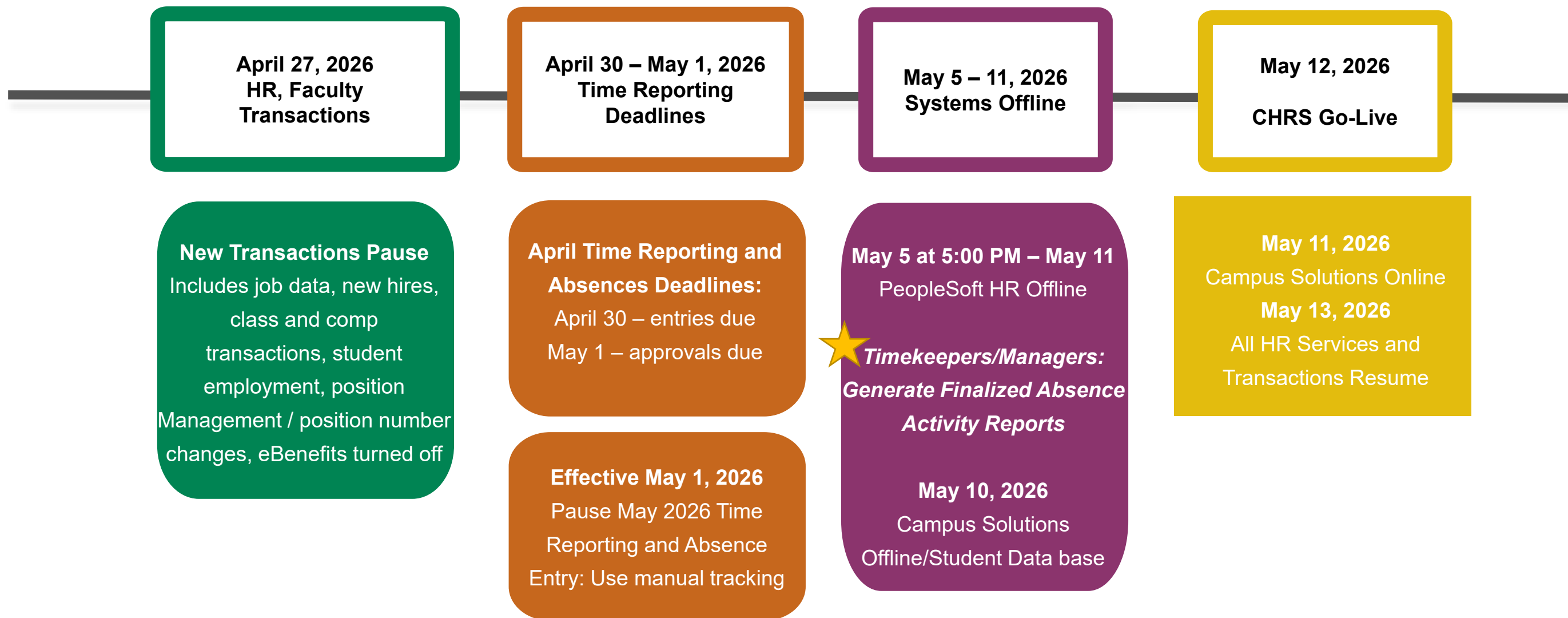
Manager Self Service

- There is a dashboard with tiles specifically for managers
- Reference our Training by employment type guide for helpful resources: <https://www.csueastbay.edu/hr/files/docs/chrs/staff-mpp.pdf>



Preparation for CHRS Implementation

Transaction and System Pauses April 27 – May 13, 2026





Tools & Resources

CHRS Self-Paced Training

- Training Job Aids by employee category: Staff/MPP, Faculty, and Student Employees
- Training Job Aids by Administrative Role: Managers, Timekeepers, Academic Staff and Analysts
- <https://www.csueastbay.edu/hr/chrs/index.html>
- <https://www.csueastbay.edu/hr/chrs/self-paced-training.html>
- <https://www.csueastbay.edu/myhr>



Questions



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