

CHRS

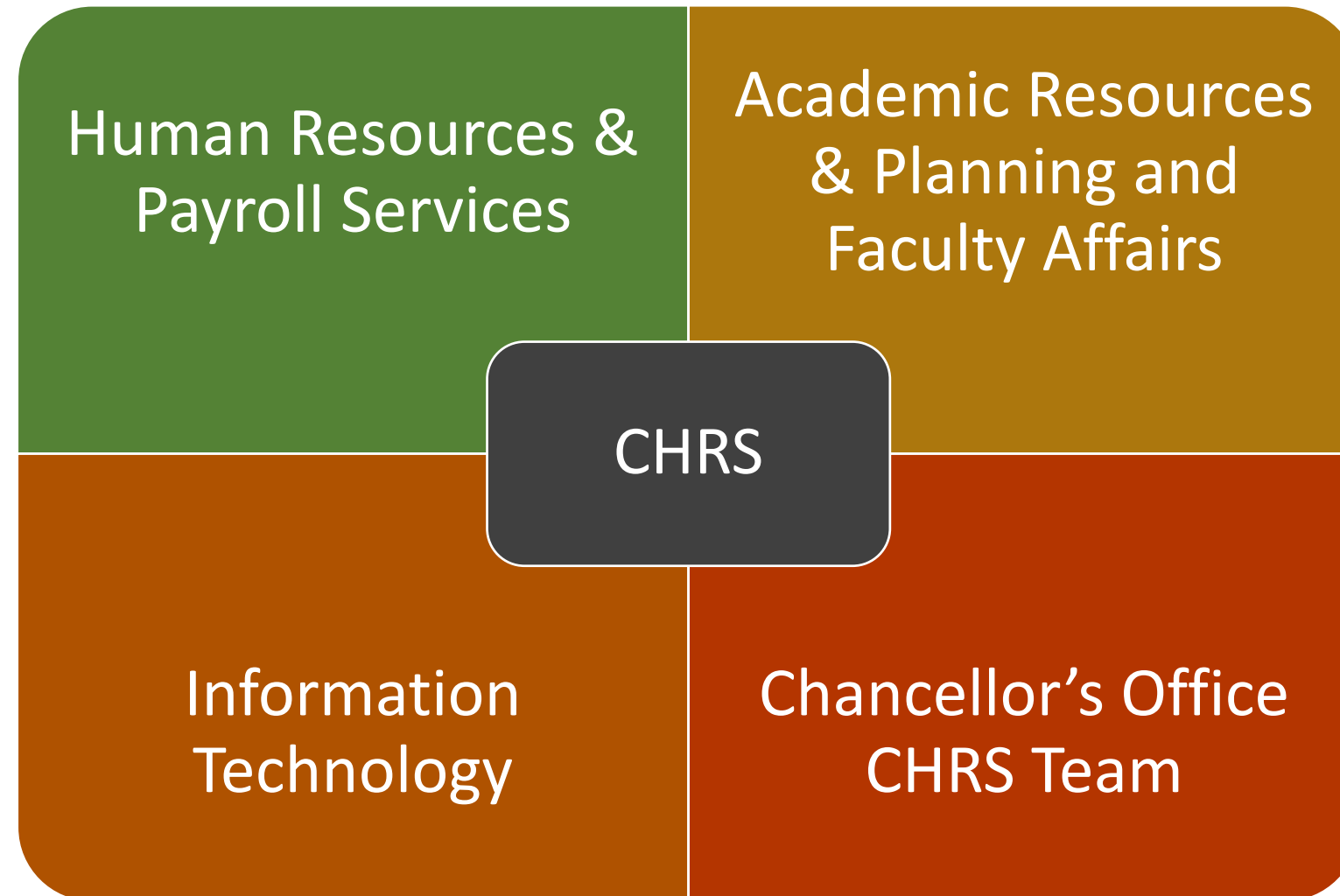
Common Human Resources System



Introduction to CHRS

Welcome! We will begin at 12:17 PM.

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
- Approver/Manager and Timekeepers Roles
- Implementation Timeline & Key Dates Leading to Go-Live
- 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

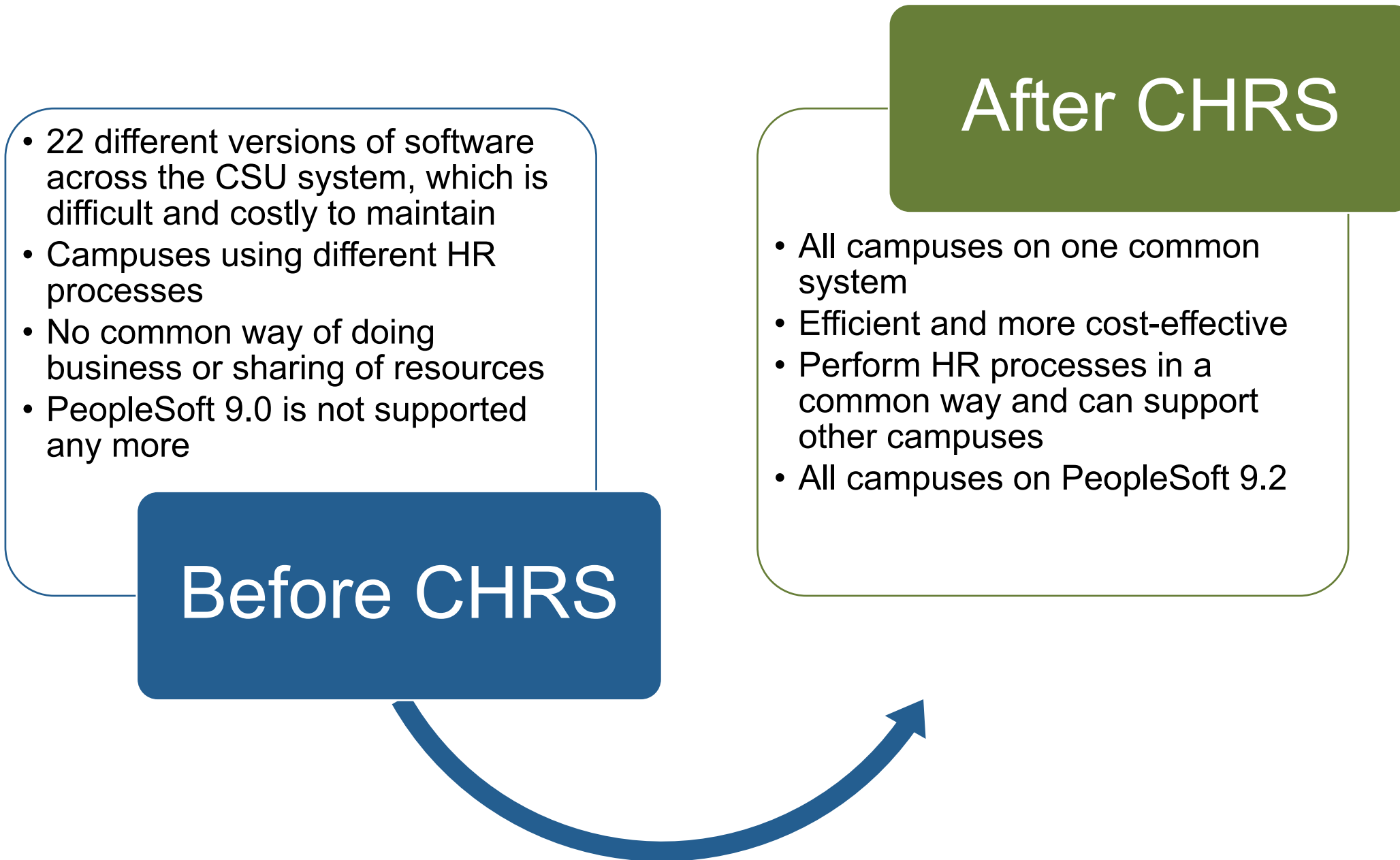
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CSU The California State University



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

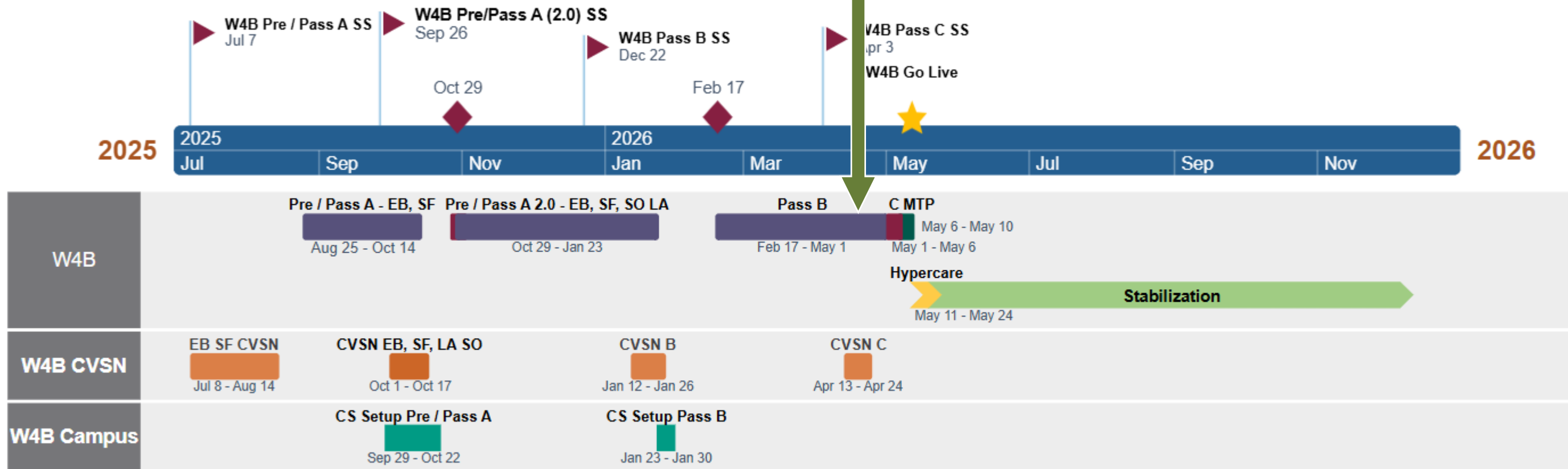
Going live in Spring 2027

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



Project Timeline

We are here!



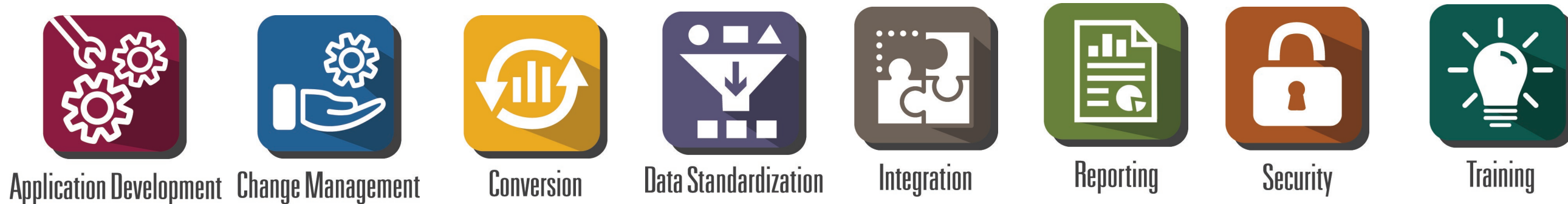
*Timeline is subject to change

CHRS includes these modules:

- 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.



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

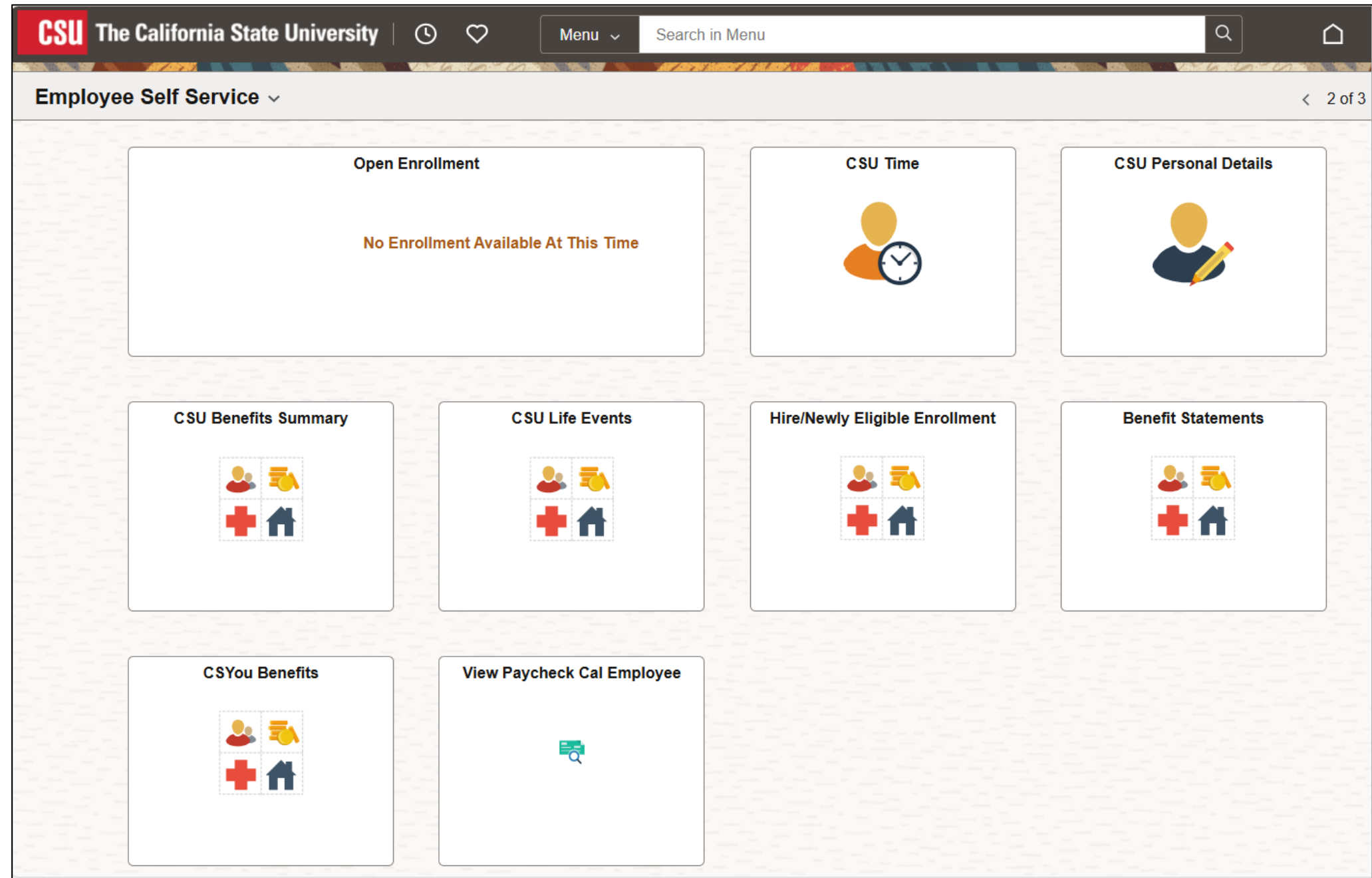


CHRS Employee Self Service

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

Similar but different look and feel

- Benefits Tiles: Manage your elections and coverage
- CSU Time: Hourly Time and Request Absence
- View Paycheck Cal Employee Connect: Redirects to CEC





Absence Management, Time & Labor *Timekeepers & Approvers*





Absence Management Helpful Tips

- Self-service and manager self-service pages have a different look and feel but the processes are similar
- Absence Management will now be a “request system”
- Historical AM data will not be converted. Only current balances will be available.
- Some absence types have switched to being reported on the timesheet that will be centrally keyed by Payroll (e.g., CTO/ADO/HCTO/HC Earns & Takes)
- Notifications will be sent when an absence is entered and approved through Self Service – emails to both the manager and employee
- Employees can key absences up to 6 months in advance or more depending on how far out Payroll has configured the calendars
- Forecasting will be implemented for absence allowing employees to have a better idea of what their balance will look like in the future, ensuring they have enough time
- The absence process will run three times daily and the monthly calendar will be closed on the 5th working day of the month, which means updated balances will be posted sooner
- System is mobile friendly and can be used to enter time
- No leave Taken "NLT" is no longer required with your go live!



CHRS Absence Management Request

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

Request Absence

*Absence Name: Vacation

*Begin Date: 04/07/2026

End Date:

Duration: 8.00 HOURS

Partial Days: None

Forecast

Comments:

Attachments: You have not added any Attachments. **+ Add Attachment**

Balance Information: **As Of 02/28/2026 342.00 Hours****

View Balances >

View Requests >

Submit



Time & Labor Helpful Tips

- Employee Self-Service and Manager Self-Service pages have a different look and feel but the processes are similar to current
- The timesheet view defaults to the current week
- Additional selection criteria has been added on Timesheet for employees with multiple jobs
- Employees will use Self-Service pages to enter time worked.
 - Employees will have to submit leave entitlements such as ADO and Holiday Credit directly to Payroll to process centrally.
 - Real-time rules will generate payable time upon timesheet submission
- System is mobile friendly and can be used to enter time
- Notifications are not sent when time is submitted or approved
- Both the earn and the take of the following Absence types will be entered and approved by Payroll for now: Compensatory Time Off (CTO), Additional Day Off (ADO) and Holiday Credit/Holiday Credit CTO.



Timesheet

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

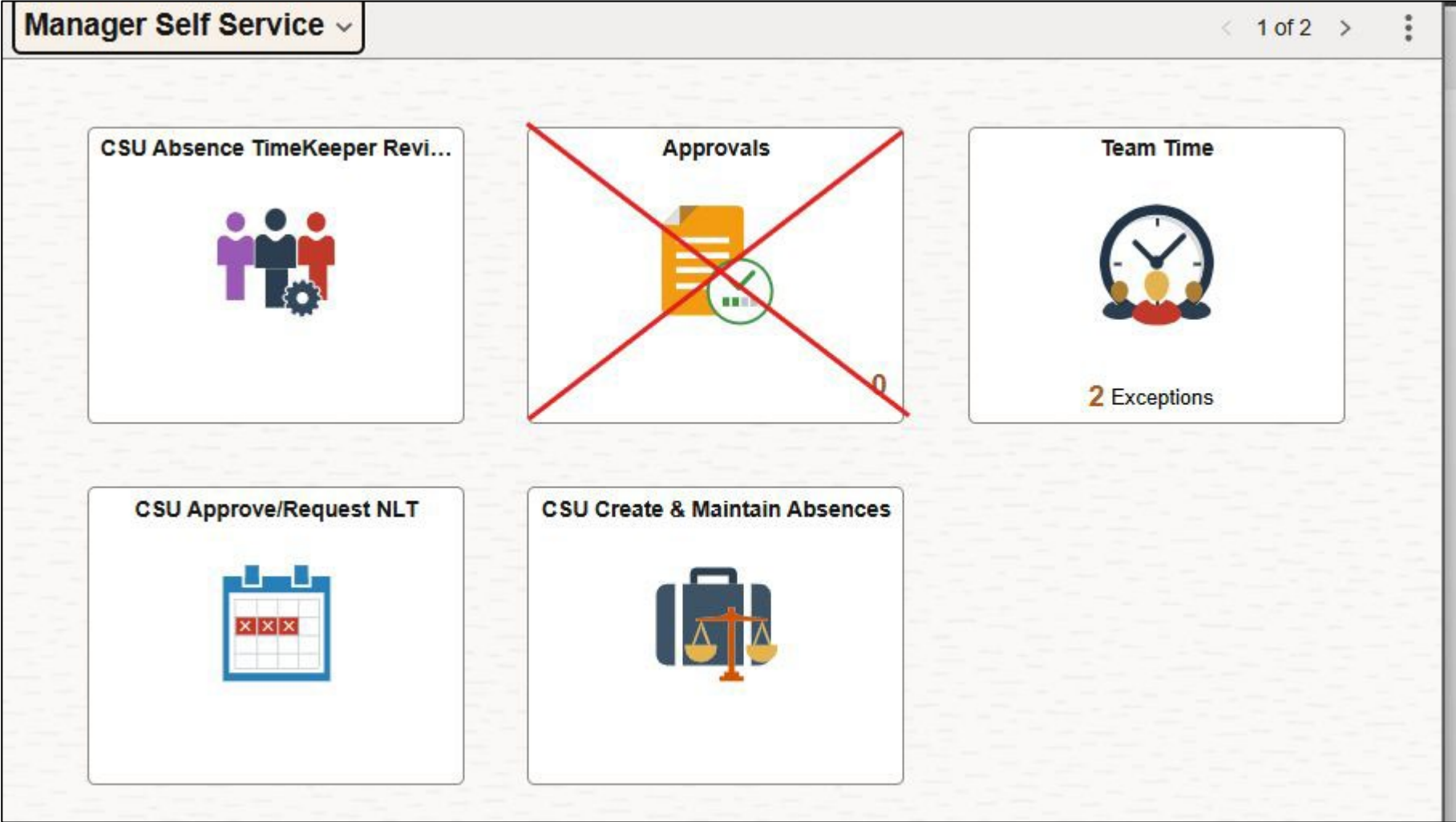
The screenshot shows the CHRS Timesheet interface. At the top, there is a navigation bar with a back arrow, a clock icon, a heart icon, and a search bar labeled "Search in Menu". Below this is a header area with the title "Timesheet" and a "New Window" link. The main content area includes a user profile section with a blurred name, "Student - NCS", and an "Actions" dropdown. To the right, there are fields for "Employee ID" (blurred), "Empl Record" (0), and "Earliest Change Date" (03/01/2026). Below this is a "Select Another Timesheet" section with a "*View By" dropdown set to "Week", a "*Date" field set to "03/30/2026" with a calendar icon and a refresh icon, and a "Reported Hours" field showing "0.00". There are also links for "Previous Week", "Next Week", and "Print Timesheet". At the bottom, there is a table header "From 03/30/2026 to 04/05/2026" with a help icon. The table has columns for "Add Comments", "Day", "Date", "Reported Status", "In", "Out", "In", "Out", "Punch Total", "*Taskgroup", "Date", and two empty columns. The table contains three rows of data for dates 3/30, 3/31, and 4/1, all with a "New" status and "CSU" taskgroup.

Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total	*Taskgroup	Date		
	Mon	3/30	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		CSU <input type="text"/>	3/30	+	-
	Tue	3/31	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		CSU <input type="text"/>	3/31	+	-
	Wed	4/1	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		CSU <input type="text"/>	4/1	+	-

Manager / Timekeeper 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>



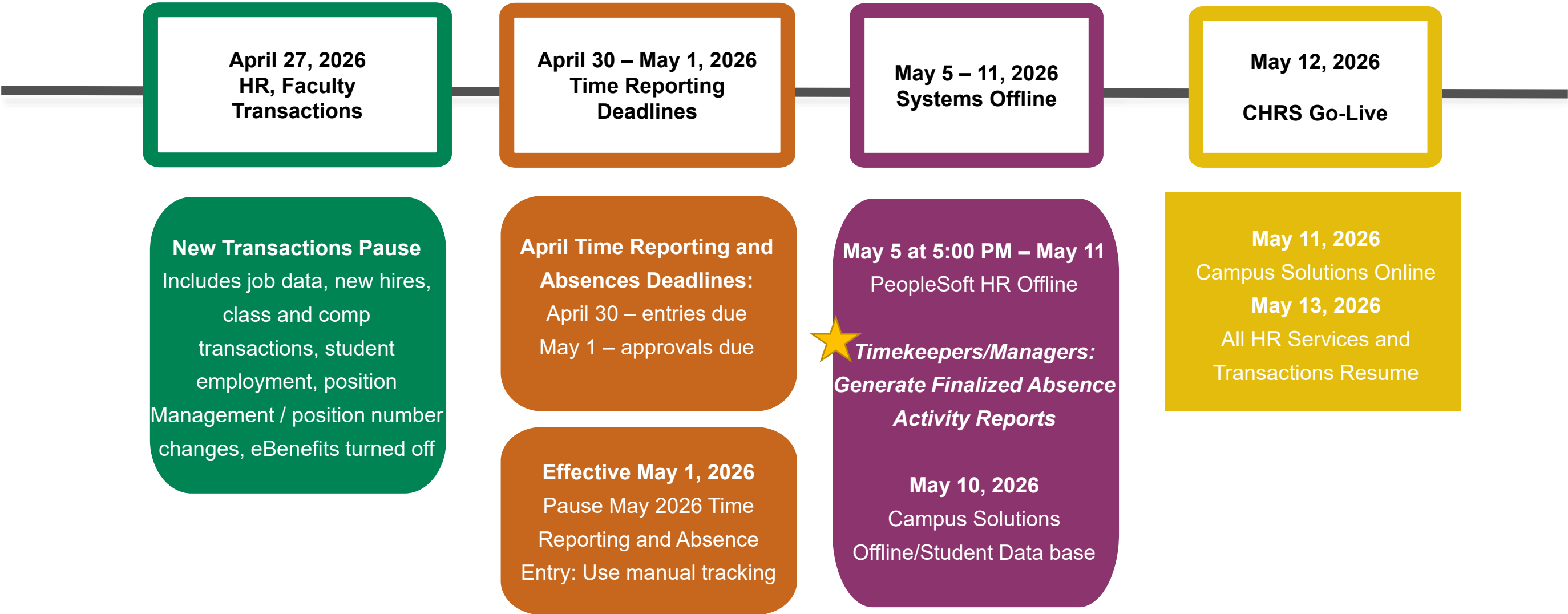


Questions from Approvers and Timekeepers?



Preparation for CHRS Implementation

Transaction and System Pauses April 27 – May 12, 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/index.html>
- <https://www.csueastbay.edu/hr/chrs/index.html>
- <https://www.csueastbay.edu/hr/chrs/self-paced-training.html>



Questions



BUILD • EVOLVE • GROW

