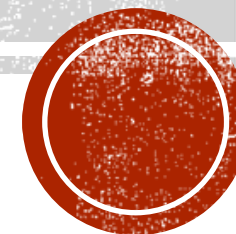


CHRS

Common Human Resources System

EMPLOYEE SELF-SERVICE DASHBOARD

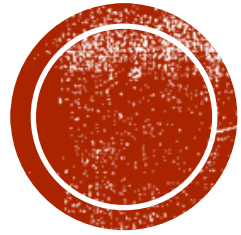


EMPLOYEE SELF-SERVICE IS USED TO MANAGE YOUR PERSONAL AND PERSONNEL PROFILE, TIME AND BENEFITS.

The screenshot displays the CSU Employee Self-Service portal. At the top, the CSU logo and name are visible, along with navigation icons for a clock, heart, menu, search, home, and refresh. A search bar contains the text "Search in Menu". Below the header, the page title "Employee Self Service" is shown with a dropdown arrow and a page indicator "2 of 2". The main content area features a grid of service tiles:

- CSU TAE Appt Notice**: Represented by a brown folder icon with a yellow arrow pointing to the right.
- Open Enrollment**: A large white tile with the text "No Enrollment Available At This Time" in orange.
- CSU Time**: Represented by an orange person icon and a blue clock icon.
- CSU Personal Details**: Represented by a yellow person icon and a blue pencil icon.
- CSU Benefits Summary**: Represented by a 2x2 grid of icons: a person, a hand holding a coin, a red cross, and a blue house.
- CSU Life Events**: Represented by a 2x2 grid of icons: a person, a hand holding a coin, a red cross, and a blue house.
- Hire/Newly Eligible Enrollment**: Represented by a 2x2 grid of icons: a person, a hand holding a coin, a red cross, and a blue house.
- Benefit Statements**: Represented by a 2x2 grid of icons: a person, a hand holding a coin, a red cross, and a blue house.
- CSYou Benefits**: Represented by a 2x2 grid of icons: a person, a hand holding a coin, a red cross, and a blue house.
- View Paycheck Cal Employee**: Represented by a green magnifying glass icon over a document.





CSU TAE APPT NOTICE

CSU TAE Appt Notice



Lecturers, Librarians, Coaches, Counselors, Teaching Associates, Extension Faculty, Instructional Student Assistants, and Faculty Additional Employment

CSU TAE Appt Notice

A: Review and Acknowledge your Appointment Notification

B: Inform the campus of Concurrent or Additional CSU Appointments

C: Reprint old Appointment Notifications

D: View Course Assignments

CSU TAE Appt Notice

CSU TAE Appointment Notice

Reprint Old Notice

Course Assignments

C

D

For access to your Course Information, please login to your Campus Student Solution database

Please review your appointment detail by clicking the "Review Appt Notice" button. Once your review is complete, please indicate your agreement with the Terms outlined in the Appointment Detail by clicking the Acknowledge checkbox. If you are not in agreement with the Terms outlined, please contact your hiring department. Click on the 'Course Assignment' tab for course information.

Business Unit	Empl ID	Name	Empl Record	Eff Dt	Appointment#	DeptId	Department Description	Job Code	Job Code Description	Review Appt Notice	Acknowledge
1	100200312	Princess Jasmine	2	05/26/2026	50000560	10750		2358	Lecturer AY	Review Appt Notice	<input type="checkbox"/>

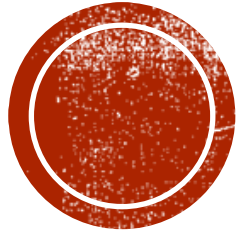
A

Pursuant to Provision 36.5 of the CFA collective bargaining unit

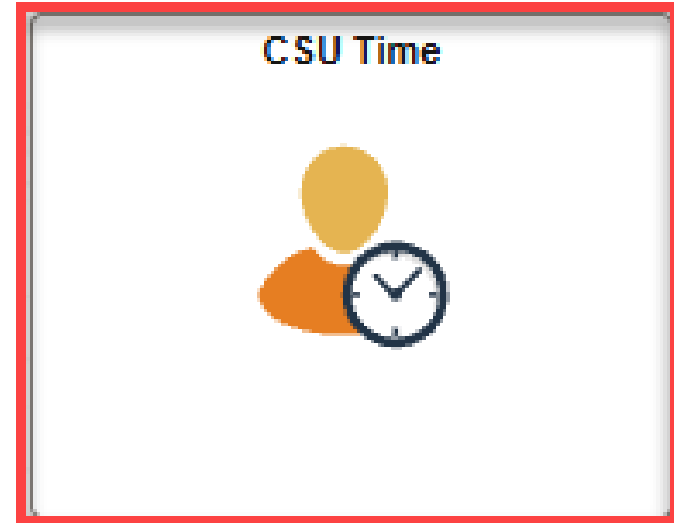
Are you employed or do you plan to be concurrently employed in any other capacity at a CSU campus during the period of this appointment? (Check if Yes)

B





CSU TIME



Hourly and Student employees report work hours; Absence eligible employees can request, manage absence requests and review available leave balances.

CSU TIME

Enter Time

A: Student and Hourly Employee report work hours.

Job Title: Student Trainee, On-Campus Wor

1 May - 31 May 2026

CSU State Calendar
 Scheduled 168.00
 Reported 13.00 Hours

[View Legend](#)

DAY SUMMARY	IN	OUT	IN	OUT	TIME DETAILS	COMMENTS		
01 May Friday Reported 4.00	8:00:00AM	12:00:00PM					+	-
02 May Saturday Reported 0.00							+	-
03 May Sunday Reported 0.00							+	-
04 May Monday Reported 0.00							+	-
05 May Tuesday Reported 6.00	8:00:00AM	12:00:00PM	1:00:00PM	3:00:00PM			+	-
06 May Wednesday Reported 0.00							+	-
07 May Thursday Reported 3.00	2:00:00PM	5:00:00PM					+	-

- In this section
- Timesheet
 - Enter Time **A**
 - Exceptions
 - CSU Report No Leave Taken
 - Weekly Time Entry
 - Weekly Time Summary
 - Payable Time
 - Request Absence
 - Cancel Absences
 - View Requests
 - CSU Employee Balance Inquiry
 - Switch to Classic View



Exceptions

B: Review Exceptions related to reported work hours

Job Title: Student Trainee, On-Campus Wor

Exceptions

EXCEPTIONS DESCRIPTION	Medium	05/08/2026
Student Weekly Hours Exceed 20 Student weekly hours exceed 20		>

In this section

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

Payable Time

C: Review Summary, Details and Status of reported work hours

*From: 05/01/2026

*Through: 05/31/2026

Payable Time Summary

Summary Detail

TIME REPORTING CODE	UNIT	QUANTITY
Regular Hours Worked	Hours	27.00
Total	Hours	27.00

Payable Time Details

Summary Detail

DATE	TIME REPORTING CODE	QUANTITY (HOURS)	PAYABLE STATUS
05/01/2026	Regular Hours Worked	4.00	Needs Approval
05/05/2026	Regular Hours Worked	6.00	Needs Approval
05/06/2026	Regular Hours Worked	9.00	Needs Approval
05/07/2026	Regular Hours Worked	3.00	Needs Approval
05/08/2026	Regular Hours Worked	5.00	Needs Approval
	Total	27.00	

In this section

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



Request Absence

D: Absence Eligible employee can Request an Absence

Request Absence

*Job Title: Cnfdntl Tech Support 12 Mo, 0, Human Resources, \$58.75

*Absence Name: Vacation

*Begin Date: 05/01/2026

End Date: 05/01/2026

Duration: 8.00 HOURS

Partial Days: None

Forecast: CHRS Testing

Comments: CHRS Testing

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

Balance Information: As Of 03/31/2026 488.00 Hours**

View Balances

View Requests

- In this section
- Timesheet
 - Enter Time
 - Exceptions
 - CSU Report No Leave Taken
 - Weekly Time Entry
 - Weekly Time Summary
 - Payable Time
 - Request Absence **D**
 - Cancel Absences
 - View Requests
 - CSU Employee Balance Inquiry
 - Switch to Classic View

Refer to the Leave Reporting & Additional Time Reference Guide to determine if the leave type should be submitted though self-service



Cancel Absence

Absence Details	
Job Title	Cnfdntl Tech Support 12 Mo, 0, Human Resources, \$58.75, [REDACTED]
Absence Name	Vacation
Begin Date:	05/01/2026
End Date	05/01/2026
Duration	8.00 HOURS
Status	Submitted
Comments	CHRS Testing

Attachments

You have not added any Attachments.

[+ Add Attachment](#)

Cancel Details

Comments: CHRS Testing

Request History >

In this section	
	Timesheet <ul style="list-style-type: none">Enter TimeExceptions
	CSU Report No Leave Taken
	Weekly Time Entry
	Weekly Time Summary
	Payable Time
	Request Absence
	Cancel Absences E
	View Requests
	CSU Employee Balance Inquiry
	Switch to Classic View

[Return to Cancel Absences](#) [Cancel Absence](#)

E: Cancel an Absence Request

- To change or adjust an absence that has been submitted but not yet approved, cancel the absence then resubmit.
- Adjustments to approved absences require the cancellation request to be approved by your manager before they can be resubmitted.



View Requests

F: View Requested Absences, Resubmit a Canceled Absence and respond to an Absence that was Pushed Back

View Requests

*Job Title

View Requests 7 row

GROUP BOX	GROUP BOX
Personal Holiday Canceled ELIGIBLE	05/05/2026 8 Hours
Jury Duty Push Back	05/04/2026 8 Hours
Sick Leave Canceled ELIGIBLE	05/01/2026 8 Hours
Vacation Canceled ELIGIBLE	05/01/2026 8 Hours
Vacation Cancel In Progress Manager Absence Request ELIGIBLE	04/22/2026 8 Hours

In this section

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

Sick Leave
Canceled
ELIGIBLE

- Canceled unapproved absence - no additional approval required
- Can be resubmitted if necessary

Vacation
Cancel In Progress
Manager Absence Request
ELIGIBLE

- Manager approval required when requesting to a cancel previously approved absence request



CSU Employee Balance Inquiry

Select the Details hyperlink to access details regarding your leave accruals.

LAST NAME ▲	FIRST NAME ▲	PAYROLL STATUS ▲	EMPL ID ▲	EMPL RCD ▲	DEPARTMENT ▲	UNION CODE ▲	LAST FINALIZED PERIOD ▲	BALANCES AS OF ▲	SICK BALANCE ▲	VACATION BALANCE ▲	PERSONAL HOLIDAY ▲	DETAILS ▲
		Active	100200312	0	14350	C99	2026-03	03/31/2026	638.500	488.000	1.000	Details

Absence Balance Detail [Return To Summary](#)

ID: 100200312
 RCD: 0
 Last Finalized Period: 2026-03
 Payroll Status: Active
 Department: 14350 HUMAN RESOURCES
 Union Code: C99

Absences and State Service

- Vacation
- Sick
- Personal Holiday
- Vacation SS
- Excess

Vacation Balances

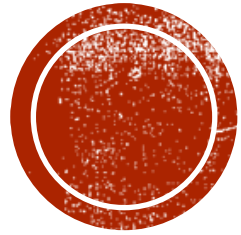
	PERIOD ID ▲	BALANCES AS OF DATE ▲	PREVIOUS BALANCE ▲	TAKEN ▲	EARNED ▲	ADJUSTED ▲	CATASTROPHIC DONATED ▲	BALANCE ▲
1	2026-04	CURRENT - Not Finalized	488.000	8.000	16.000	0.000	0.000	496.000
2	2026-03	2026-03-31	472.000	0.000	16.000	0.000	0.000	488.000
3	2026-02	2026-02-28	456.000	0.000	16.000	0.000	0.000	472.000
4	2026-01	2026-01-29	440.000	0.000	16.000	0.000	0.000	456.000
5	2025-12	2025-12-31	456.000	0.000	16.000	-32.000	0.000	440.000
6	2025-11	2025-12-01	456.000	0.000	0.000	0.000	0.000	456.000

In this section

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

G: Absence Eligible Employees should select the CSU Employee Balance Inquiry link to review leave balances, entries, adjustments and donations.





CSU PERSONAL DETAILS



Employees can review and update
Personal Contact and Personnel Profile
Details, Request a *Preferred Name*, and
Appoint a Final Paycheck Designee

Addresses

The screenshot displays a user profile page with a dark header bar containing navigation icons (home, power, plus, refresh). The main content area is divided into two sections: 'Addresses' and 'Mailing'. The 'Addresses' section has a sub-header 'Home Address' and contains a text box with the address '639 Newton Terrace, Fremont, CA 94536' and the status 'Current'. The 'Mailing' section shows 'No data exists.' and a green button labeled '+ Add Mailing Address'. On the right, a sidebar titled 'In this section' lists various profile options: 'Addresses' (with a red circle 'A' next to it), 'Contact Details', 'Name', 'Emergency Contacts', 'Disability', 'Veteran Status', 'CSU Preferred Name', 'CSU Paycheck Designee', 'CSU Ethnic Groups', and 'Switch to Classic View'.

A: Select the Addresses hyperlink to add or update your Home and Mailing Addresses



Contact Details

B: Employees can Add or Update Phone Numbers and Email Addresses.

The screenshot displays a web interface for managing contact information. It features a top navigation bar with icons for home, power, and a plus sign. The main content area is divided into two sections: 'Phone' and 'Email'. The 'Phone' section contains a table with columns for NUMBER, EXTENSION, TYPE, and PREFERRED. It lists two phone numbers: 510/885-3000 (Business, Preferred) and 510/555-1212 (Other). Below the table is a green '+ Add Phone' button. The 'Email' section contains a table with columns for EMAIL ADDRESS, TYPE, and PREFERRED. It lists one email address: pageupapl+newappl@gmail.com (Home, Preferred). Below the table is a green '+ Add Email' button. On the right side, there is a sidebar titled 'In this section' with a list of navigation options: Addresses, Contact Details (highlighted with a red 'B' badge), Name, Emergency Contacts, Disability, Veteran Status, CSU Preferred Name, CSU Paycheck Designee, CSU Ethnic Groups, and Switch to Classic View.

NUMBER	EXTENSION	TYPE	PREFERRED
510/885-3000		Business	✓
510/555-1212		Other	

EMAIL ADDRESS	TYPE	PREFERRED
pageupapl+newappl@gmail.com	Home	✓



New

- Business Phone numbers can be modified by the employee
- Business Email is no longer accessible through personal profile details



Name and Emergency Contacts

C: Review Legal Name

Name

Ned Newbie
Current

D: Employees can Add or Update an Emergency Contact

Emergency Contacts

CONTACT NAME	RELATIONSHIP	PREFERRED
Christine Anderson	Neighbor	✓

+ Add Emergency Contact

In this section

- Addresses
- Contact Details
- Name **C**
- Emergency Contacts
- Disability
- Veteran Status
- CSU Preferred Name
- CSU Paycheck Designee
- CSU Ethnic Groups
- Switch to Classic View

In this section

- Addresses
- Contact Details
- Name
- Emergency Contacts **D**
- Disability
- Veteran Status
- CSU Preferred Name
- CSU Paycheck Designee
- CSU Ethnic Groups
- Switch to Classic View



Update Your Disability Status



Voluntary Self-Identification of Disability

The Submit was successful.

Form CC-305
OMB Control Number 1250-0005
Expires 4/30/2026

Why are you being asked to complete this form?

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability. **Disabilities include, but are not limited to:**

- Alcohol or other substance use disorder (not currently using drugs illegally)
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
- Blind or low vision
- Cancer (past or present)
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or serious difficulty hearing
- Diabetes
- Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
- Epilepsy or other seizure disorder
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Missing limbs or partially missing limbs
- Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports
- Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)
- Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
- Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Short stature (dwarfism)
- Traumatic brain injury

Please check one of the boxes below:

- Yes, I have a disability, or have had one in the past
- No, I do not have a disability and have not had one in the past
- I do not want to answer

Your Name Ned Newbie

Today's Date 05/02/2026

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

In this section

Addresses

Contact Details

Name

Emergency Contacts

Disability **E**

Veteran Status

CSU Preferred Name

CSU Paycheck Designee

CSU Ethnic Groups

Switch to Classic View

E: Employees can view and update disability status



Veterans Status

F: Review and Update your Veteran Status



Veteran Status

^ Definitions

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
 - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 - a person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

Self-Identification

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.

I belong to the following classifications of protected veterans (choose all that apply):

Disabled Veteran Recently Separated Veteran Active Duty Wartime or Campaign Badge Veteran Armed Forces Service Medal Veteran

I am a protected veteran, but I choose not to self-identify the classifications to which I belong. I am NOT a protected veteran. I am NOT a veteran.

Military Discharge Date

Reasonable Accommodation Notice

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

In this section

[Addresses](#)

[Contact Details](#)

[Name](#)

[Emergency Contacts](#)

[Disability](#)

[Veteran Status](#) F

[CSU Preferred Name](#)

[CSU Paycheck Designee](#)

[CSU Ethnic Groups](#)

[Switch to Classic View](#)



CSU Preferred Name

[Home](#) [Power](#) [+](#) [Refresh](#)

CSU Preferred Name

Preferred Name	Ed Newbie
Change As of	05/02/2026
Name Prefix	<input type="text"/>
*First Name	<input type="text"/>
Middle Name	<input type="text"/>
*Last Name	<input type="text"/>
Name Suffix	<input type="text"/>
Primary Name	Ned Newbie
Preferred Name	

[Save](#)

In this section

- [Addresses](#)
- [Contact Details](#)
- [Name](#)
- [Emergency Contacts](#)
- [Disability](#)
- [Veteran Status](#)
- [CSU Preferred Name G](#)
- [CSU Paycheck Designee](#)
- [CSU Ethnic Groups](#)
- [Switch to Classic View](#)



New

- G:Employees can now request a Preferred Name via self-service

****Note: preferred name entries trigger a change in Business email****



CSU Paycheck Designee(s)

CSU Paycheck Designee

CHRS Person ID 100289397

DESIGNATION OF PERSON(S) AUTHORIZED TO RECEIVE WARRANTS (GC § 12479)

Pursuant to Section 12479 of the Government Code, I hereby designate the following person(s), trust, estate, or corporation which, notwithstanding any other provision of the law, shall be entitled **upon my death** to receive all state warrants that would have been payable to me had I survived.

NOTE: Direct deposit payments are not subject to the provisions of this designation.

Important: This is NOT a designation for payment of death benefits or refund of employee retirement contributions. A form PERS-BSD-241, Beneficiary Designation, must be completed to file a designation with the California Public Employees' Retirement System for death benefits.

Paycheck Designees must be 18 years of age or older

Decline Paycheck Designation No

[Instructions](#)

▼ Primary Designee

Designee Type

Person Name

Example: First Middle Last



Relationship

Country

United States

Address

Example:
401 Golden Shore
Unit 27B
Long Beach, CA 90802

Phone

Country Code

> Contingent Designee 1 (optional)

> Contingent Designee 2 (optional)

> Contingent Designee 3 (optional)

No

By clicking save, I acknowledge I am authorizing the individuals listed above as final paycheck designees and hereby revoke all designations that I have previously filed.

The primary designated person shall be the designated person that receives the warrants. If the primary designated person predeceases the employee, the next designated person who survives the employee will receive the warrant(s).

If the above-named designee does not file a written request with the personnel/payroll office of my employing state agency/campus for such warrants within sixty (60) days after the date of my death, this designation shall be and become null and void.

This designation will remain in full force and effect during my employment unless changed through Employee Self Service or by submitting an STD 243 form to my personnel/payroll office.

In this section

[Addresses](#)

[Contact Details](#)

[Name](#)

[Emergency Contacts](#)

[Disability](#)

[Veteran Status](#)

[CSU Preferred Name](#)

[CSU Paycheck Designee](#) **H**

[CSU Ethnic Groups](#)

[Switch to Classic View](#)



New

H: Employees can identify who should receive their final pay warrant upon death.



CSU Ethnic Groups

I: Update your ethnicity

CSU Ethnic Groups

The CSU is an equal employment opportunity employer and is committed to treating all employees without regard to race, color, religion, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex (including gender identity), age (over 40), sexual orientation, covered veteran status, or any other protected status.

This form has been developed to assist us in monitoring the diversity of our workforce, and in collecting data that is required for compliance with State, Federal, and University reporting requirements. In many cases, you might have already provided this information when you were hired. However, recent federal regulations have created new race/ethnicity categories. Therefore, your completion of the resurvey form below will enable the CSU to provide accurate, updated data.

This form, and any data submitted on the form, will be kept separate from your personnel file and will not be accessible by anyone involved with making recommendations or decisions regarding your employment. While your reply will be most helpful to us in reporting accurate data, completing this form is entirely voluntary.

If you choose not to complete the resurvey form, we will report you as 'Unknown' unless you previously provided us race/ethnicity information, in which case, we will map you to an appropriate new category, based on the definitions provided by the federal government for the new race and ethnicity categories.

INSTRUCTIONS: The information displayed below is based on information you previously provided to us. IF THIS INFORMATION IS CORRECT, THERE IS NOTHING FURTHER FOR YOU TO DO.

--To add a category, click on the category to select it.

--To remove a category that was preselected, click on the category to deselect it.

--To complete and submit this self-service page, click SAVE at the bottom of the page.

1) Are you Hispanic or Latino?

[Explain](#)

Yes No

2) Regardless of your answer to Question 1, you may select one or more of the following categories that apply to you:

[Explain](#)

American Indian or Alaska Native

Asian

Chinese

Japanese

Korean

Vietnamese

Filipino

Asian Indian

Laotian

Cambodian

Other Asian

Black or African American

Native Hawaiian or Pacific Islander

Guamanian

Samoan

Hawaiian

Other Native Hawaiian/Pacific

White

In this section

 [Addresses](#)

 [Contact Details](#)


 [Name](#)


 [Emergency Contacts](#)


 [Disability](#)

 [Veteran Status](#)

 [CSU Preferred Name](#)

 [CSU Paycheck Designee](#)

 [CSU Ethnic Groups](#)

 [Switch to Classic View](#)



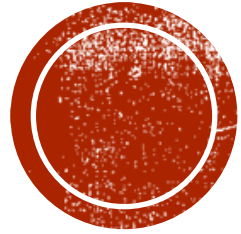
*Employees in the following situations cannot use Life Events, Open Enrollment or New Hire/Newly Eligible Enrollments employee self- service. **Work with the Benefits staff to do manual benefit enrollments via a paper enrollment form.***

- *Employees with Benefits Primary Job on unpaid leave due to being in an interim position.*
- *Employees in override benefit programs (this can occur when employees work in multiple CSU campuses).*
- *Employees on unpaid leave of absence.*
- *Employees on a short work break.*

BENEFIT ELIGIBLE EMPLOYEES

For additional assistance,
please contact the
Benefits team at
HR@csueastbay.edu





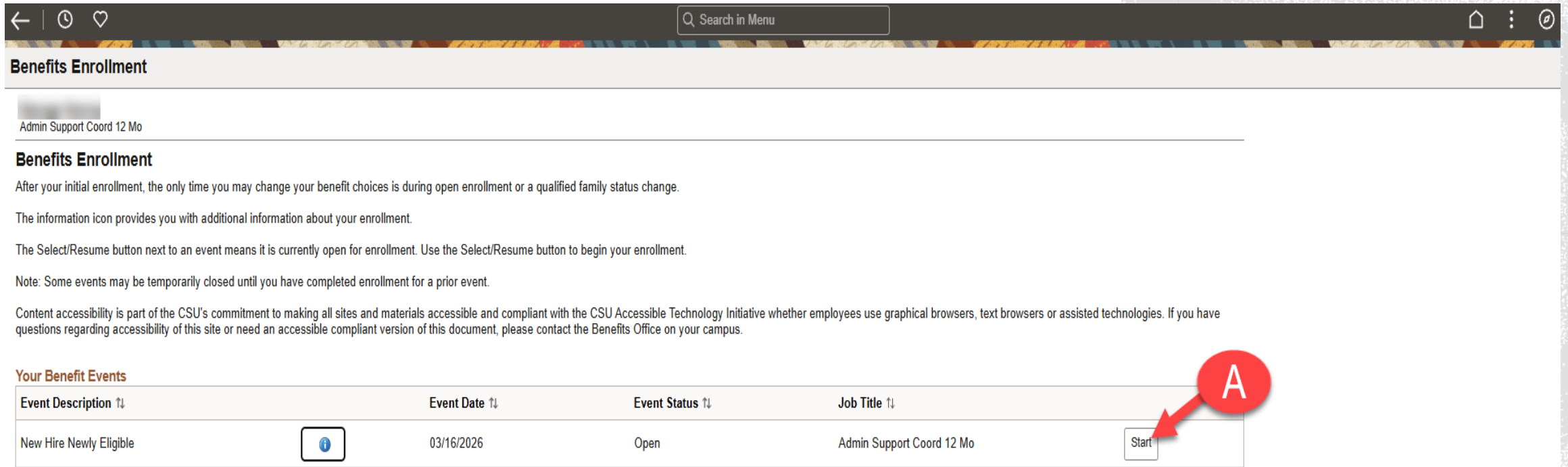
HIRE / NEWLY ELIGIBLE ENROLLMENT



Benefit Eligible Employees have 60 days from Hire Date to Enroll in Benefits.

Benefit Enrollment

A: Click Start to view and select benefit plans



The screenshot shows a mobile browser interface for the 'Benefits Enrollment' page. At the top, there is a navigation bar with a back arrow, a clock icon, a heart icon, a search bar labeled 'Search in Menu', and a home icon. Below the navigation bar, the page title 'Benefits Enrollment' is displayed. The user's name and job title, 'Admin Support Coord 12 Mo', are shown. The main content area includes a section titled 'Benefits Enrollment' with introductory text and an information icon. Below this is a section titled 'Your Benefit Events' containing a table with one row of data. A red circle with the letter 'A' and an arrow points to the 'Start' button in the table row.

Admin Support Coord 12 Mo

Benefits Enrollment

After your initial enrollment, the only time you may change your benefit choices is during open enrollment or a qualified family status change.


The information icon provides you with additional information about your enrollment.

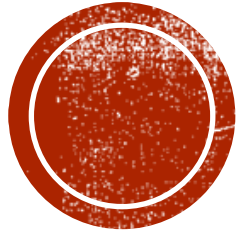
The Select/Resume button next to an event means it is currently open for enrollment. Use the Select/Resume button to begin your enrollment.

Note: Some events may be temporarily closed until you have completed enrollment for a prior event.

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Your Benefit Events

Event Description ↑↓	Event Date ↑↓	Event Status ↑↓	Job Title ↑↓	
New Hire Newly Eligible 	03/16/2026	Open	Admin Support Coord 12 Mo	Start



CSU LIFE EVENTS



When a life-altering change happens, you have the option to create a Life Event in CHRS to update your benefits. For example, if you have a child, you can use a Life Event to add your new child to your benefits.

Life Events

A: Initiate a change to your benefit plan(s)

The screenshot shows a web application interface for managing life events. At the top, there is a navigation bar with icons for home, power, and a plus sign. Below this is a header area with the text "Life Events" and a user profile section for "CNFDNTL TECH SUPPORT 12 MO". The main content area contains a list of life event options, each with a red radio button. A sidebar on the right titled "In this section" lists "Life Events" (highlighted with a red 'A' badge), "Benefits Summary", and "Switch to Classic View". At the bottom left, there is a label "*As Of" followed by a date input field with a calendar icon.

Life Events

CNFDNTL TECH SUPPORT 12 MO

Review the choices below and select the appropriate Life Event. Then enter the date of your Life Event. **If you have more than one Life Event to process, contact your Benefits Office before continuing.**

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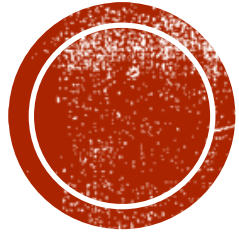
- Life Event Menu Choices
- Marriage/Registered Domestic Partnership
- Birth of a Child
- Adoption of a Child
- Divorce/Termination of Registered Domestic Partnership
- Parent-Child Relationship
- Late Enrollment
- Employee-Loss of External Coverage
- Employee-Gain of External Coverage
- Dependent-Loss of External Coverage
- Dependent-Gain of External Coverage
- Drop All Dependents

In this section

- Life Events **A**
- Benefits Summary
- Switch to Classic View

*As Of





CSU BENEFITS SUMMARY



Review your current Benefit
Enrollment Summary and Dependent
Coverage Information

Benefits Summary



Benefits Summary

CNFDNTL TECH SUPPORT 12 MO

CHRS Person ID 100200312

To view your benefits as of another date, enter the date and select Refresh.

My Benefits on

[Refresh](#)

In this section

- Benefits Summary** A
- Dependent Coverage**
- Switch to Classic View**

Benefit Plans

[Card View](#) [List View](#)

<p>Long-Term Disability</p> <p>Plan Long Term Disability (MPP)</p> <p>Coverage 66.67% of Salary</p>	<p>Medical</p> <p>Plan Kaiser PERMANENTE CALIFORNIA</p> <p>Coverage Employee+Dependents</p> <p> 2 Dependents</p> <p>Review</p>	<p>Dental</p> <p>Plan Delta Enhanced II</p> <p>Coverage Employee+Dependents</p> <p> 2 Dependents</p> <p>Review</p>
<p>Vision</p> <p>Plan Vision Service Plan</p> <p>Coverage Empl.or Empl.& Deps</p> <p> 2 Dependents</p> <p>Review</p>	<p>Life and AD and D</p> <p>Plan Standard (100K / M80)</p> <p>Coverage \$100000</p> <p> 0 Beneficiaries</p> <p>Review</p>	

A: Summary of Benefits plans and enrollments



Dependent Coverage



CNFDNTL TECH SUPPORT 12 MO

Dependent and Beneficiary Coverage Summary

To view your benefits as of another date, enter the date and select Go.

As Of Date

Affidavit of Parent Child Relationship (PCR Affidavit)

This form should be printed, completed and submitted in person to the campus benefits office for a dependent(s) you wish to enroll in benefits who is not your adopted, step, or recognized natural child. You are required to substantiate a financial responsibility upon initial enrollment and annually thereafter, up to the child reaching age 26. You must submit a separate PCR Affidavit for each PCR dependent.

Domestic Partner Dependent Certification

This form should be printed, completed and submitted in person to the campus benefits office when a State of California Declaration of Domestic Partnership is not available. The form must be submitted in order for your registered domestic partner to be enrolled in benefits.

Dependent Re-verification Affidavit

This form should be printed, completed and submitted in person to the campus benefits office only when you have been notified by CalPERS of the need to verify your dependent(s) eligibility for benefits. Dependents include your spouse, registered domestic partner, natural born child, adopted child, step-child or the child of your registered domestic partner. This dependent verification of benefits eligibility process is conducted once every three years for most dependents.

Dep/Ben Details

Relationship: Child	>
Relationship: Spouse	>
Medical Description: Kaiser PERMANENTE CALIFORNIA	
Dental Description: Delta Enhanced II	
Vision Description: Vision Service Plan	
Relationship: Child	>
Medical Description: Kaiser PERMANENTE CALIFORNIA	

In this section

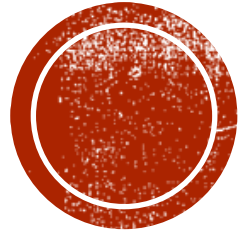
Benefits Summary

Dependent Coverage **B**

Switch to Classic View

B: Dependent and Beneficiary Coverage Summary





PRINT BENEFITS CONFIRMATION STATEMENT




Benefits Statements can be printed for Finalized Events


Benefit Statement

> Benefits Statement

EVALUATOR I

Statement Type

Confirmation Statement 

EVENT DATE	ISSUE DATE	ENROLLMENT EVENT	STA
06/04/2025	11/12/2025	Event Maintenance 	Con
06/04/2025	11/12/2025	Event Maintenance	Con
07/14/2025	11/12/2025	Event Maintenance	Con
07/01/2025	11/12/2025	Event Maintenance	Con

A: You must select a Statement Type before selecting the Event
 B: Click the Enrollment Event hyperlink to view an print benefits statement(s)

California State Univ, Chico
Standard Benefits

CONFIRMATION OF 2025 ELECTIONS
EVENT MAINTENANCE
Statement Issue Date: 11/12/2025
Enrollment Effective Date: 06/04/2025

Employee ID: 100123461

Evaluator I

This benefits confirmation statement confirms your benefit selections, pay period costs and dependent information. If an error has been made in recording your elections, please contact your Benefits Office.

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PERSONAL INFORMATION

Home Address
Mailing Address
Email Address
Gender Female
Marital Status Unknown
Birthdate 1990-12-17
Service Date 2022-01-24

COST SUMMARY

	AMOUNT
Total Pay Period Deduction from Pay	\$ 0.00
Total Pay Period Cost	\$ 0.00

ELECTION SUMMARY

Benefit	Coverage	Category Base	Your Cost Per Pay Period
BLUE SHIELD ACCESS+ CALIFORNIA	Empl+Depts		
DeltaCare USA - Enhanced DHMO	Empl+Depts		
Vision Service Plan	Empl+Depts		
Dental Flex Cash			
Medical Flex Cash Standard (25K / R04)		\$ 25,000.00	
Long Term Disability (R04)		\$ 2,841.47	
Flex Spending Health - U.S.	No Coverage		
Flex Spending Dependent Care	No Coverage		

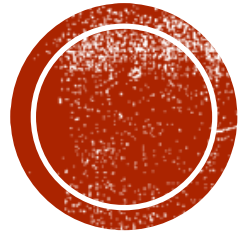
Benefit	Pre-Tax	After Tax	Voluntary Amount	Voluntary Percent

DEPENDENTS

Name	Date of Birth	Relationship	Marital Status	Dependent	Not in use
Archie Pelago		Child	Single	Yes	No
Ann Athena		Child	Single	Yes	No
Justin Time		Child	Single	Yes	No
Jill Atinous		Child	Single	Yes	No
Mal Content		Child	Single	Yes	No

11/13/2025 11:06 AM

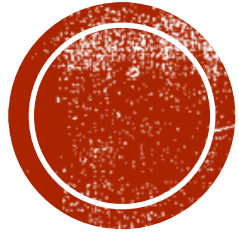




CSYOU BENEFITS



Redirects Employee to the Systemwide Benefits Portal, a central location for finding CSU-specific benefit links to our vendors



OPEN ENROLLMENT

Open Enrollment

No Enrollment Available At This Time

Benefit eligible employees *annual* opportunity to assess your current benefit plan selections to ensure they continue to meet your personal and family needs.

OPEN ENROLLMENT

Open Enrollment

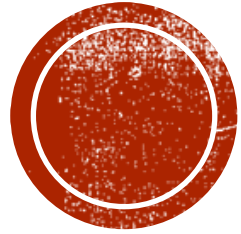
Starts now until 10/10/2025. Your final enrollment must be submitted by 11:59 PM on 10/10/2025.



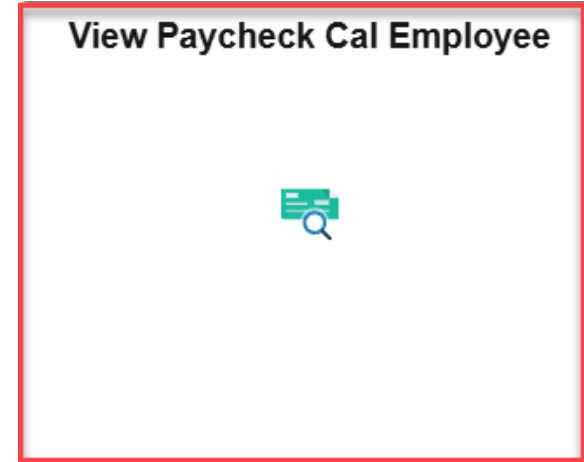
Countdown to Open Enrollment
Deadline: Days HH MM SS
 29 14:23:45

The Open Enrollment tile is only active during Open Enrollment.



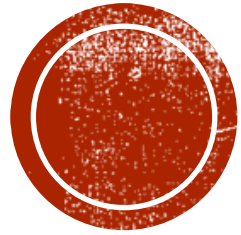


VIEW PAYCHECK CAL CONNECT



Employees are redirected to the Cal Employee Connect a secure self-service portal where you can access self-service features such as enroll in direct deposit, view, print, save your paystubs and W-2 wage statements, as well as change payroll tax withholdings.

System Navigation Required



COMPENSATION HISTORY

The Compensation History page displays your initial hiring rate of pay as of the date your campus went live with PeopleSoft HR, as well as any compensation history stored in CHRS, including changes to your pay over time.

Compensation History

Only transactions that reflect a change in your Compensation

Date of Change	Amount	Salary Change Amount	Salary Change Percent	Source	Type	Currency	Job Title
07/01/2024	122,208.00	5,820.00	5.0	Base Salary	Pay Rate Change	USD	Cnfdntl Tech Support 12 Mo
07/01/2023	116,388.00	5,544.00	5.0	Base Salary	Pay Rate Change	USD	Cnfdntl Tech Support 12 Mo
07/01/2022	110,844.00	7,248.00	7.0	Base Salary	Pay Rate Change	USD	Cnfdntl Tech Support 12 Mo
03/02/2021	103,596.00	9,420.00	10.0	Base Salary	Job Reclassification	USD	Cnfdntl Tech Support 12 Mo
07/01/2019	94,176.00	2,748.00	3.0	Base Salary	Pay Rate Change	USD	Info Tech Consultant 12 Mo
05/31/2019	91,428.00	3,600.00	4.1	Base Salary	Pay Rate Change	USD	Info Tech Consultant 12 Mo
07/01/2018	87,828.00	2,556.00	3.0	Base Salary	Pay Rate Change	USD	Info Tech Consultant 12 Mo

Navigate to Menu > Self Service > Payroll and Compensation > Compensation History

