



Dear Cal Maritime Colleagues:

The Department of Human Resources would like to share an important program implementation coming to our campus this November 2023, the Common Human Resources System (CHRS).

CHRS is a single Human Resources (HR) data management system that will be utilized by all 23 CSU campuses and the Chancellor's Office. Currently, each campus manages its own independent HR data management system, aka PeopleSoft HR. With one system, there will be consistent technology across all campuses, and we will perform processes in a standardized way.

Built for the CSU, by the CSU

CHRS includes upgrading to the latest version of PeopleSoft, and adding custom modifications that will bring enhancements to every employee in the CSU. CHRS is comprised of PeopleSoft modules including Absence Management, Benefits Administration, Labor Cost Distribution, Recruiting, Temporary Academic Employment (TAE), Time & Labor, and Workforce Administration (WA).

You may be thinking, Cal Maritime HR has already implemented CHRS...and you are right! In January 2023, all 23 campuses and the Chancellor's Office successfully implemented one of the modules, CHRS Recruiting. CHRS Recruiting helps every university in the CSU system to attract, hire and onboard talented faculty, staff and student workers in a more effective way. CHRS Recruiting is an integral part of the overall CHRS data management system.

What You Can Expect

The Department of Human Resources is excited to share the enhanced functionality and new modules within CHRS and will be offering in-person and virtual sneak peeks of the CHRS PeopleSoft data management system. The sneak peeks will be followed by module trainings for various CHRS processing groups, such as time-approvers, temporary faculty appointments, Instructional Student Assistant (ISA) & student employment hiring, employee self-services, benefits self-service, and manager self-services.

Staff: Absence Management will be a request-based system with forecasting and real-time leave balances.

Faculty: Request and report absences online, no need to complete an absence form.

Student Assistants: Enhanced functionality to report time worked.

This is one of the most important initiatives that the CSU has undertaken in its administrative infrastructure in the last two decades and Cal Maritime is one of the first four CSU campuses to take part in this initiative. The look and feel of PeopleSoft will change in CHRS, with easy functionality across phones, tablets, and desktop.

CHRS Training

Sneak Peek - Intro to CHRS via Zoom: [Wednesday, October 18 10:00-11:00](#)

Rehiring Students in CHRS via Zoom: [Wednesday, October 25 10:00-11:00](#)

Important Dates

Please communicate these deadlines to all staff, student employees, hourly staff, reported time approvers, payable time approvers:

Last Day to Report/Update October Hours: 10/31/2023 – PeopleSoft HR will be locked at close of business (COB)

Last Day to Report/Update October Absence Events: 10/31/23

Last Day to Approve Timesheets and Absence Events: 11/3/2023

Blackout Dates/PeopleSoft-HR Unavailable: November 3, 2023 4:30pm to *November 16, 2023 8:00am

*HR will turn on CHRS to campus users no later than November 16.

Move-to-Production (MTP): November 13, 2023 8:00am

HR will be completing the remaining update tasks and will notify campus users when CHRS is available. We expect to have the tasks completed and the system available to you no later than November 16.

Special Handling for November Time Sheets and Absence Events:

No time should be entered for November until we are in CHRS since both systems will be down during our Move to Production (MTP) timeframe

Hourly Employees: Please track your time worked in November for entry in CHRS when we are live. A worksheet is attached for your convenience. Use a separate worksheet for each job. Hard copies are available in the Payroll Office. For future reference, the worksheet will be posted to the CHRS and payroll webpages. Do not submit the completed worksheet to payroll. It will not be processed for pay.

Overtime for Regular Employees: Overtime should still be completed using current forms

Absence Events: Please track your November absences for entry in CHRS when we are live. A worksheet is attached for your convenience. Hard copies are available in the Payroll Office. For future reference the worksheet will be posted to the CHRS and payroll webpages. Do not submit the completed worksheet to payroll.

Drop-in office hours during the week of 11/27/2023-12/1/2023 will be available for anyone requiring assistance with entering time in CHRS.

Additional CHRS Resources

[Cal Maritime CHRS website](#)

[Chancellor's Office CHRS website](#)

Contacts

If you have questions, please contact the CHRS Project team:

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[Ask CHRS](#) to email questions directly to the CHRS project team at the Chancellor's Office (CO)