



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 California State University (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, and enhanced self-service features for employees and managers. Additionally, the look and feel of PeopleSoft will change in CHRS, with easy functionality across phones, tablets, and desktops.

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.

### Important Dates

**Stay tuned for sneak peek dates!**

**Last Day to Report/Update October Timesheet Hours:** November 1, 2023

**Last Day to Approve October Timesheet Hours:** November 3, 2023

**Last Day to Report/Update October Absence Events:** November 1, 2023

**Last Day to Approve October Absence Events:** November 3, 2023

**Blackout Dates/PeopleSoft-HR unavailable:** November 3, 2023, 4:30pm to November 13, 2023, 8:00am

**Move-to-Production (MTP)/Go Live:** November 13, 2023, 8:00am

### Additional CHRS Resources

[Cal Maritime CHRS website](#)

[Chancellor's Office CHRS website](#)

### Contacts

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

Project Manager: Donna Carreon

Email: [dcarreon@sum.edu](mailto:dcarreon@sum.edu)

Tel: (707) 654-1417

Change Manager: Marie Hernandez

Email: [mhernandez@sum.edu](mailto:mhernandez@sum.edu)

Tel: (707) 654-1138

[Ask CHRS](#) to email questions directly to the CHRS project team at the CO.