

**CHRS** Common Human Resources System

**CHRS Implementation**

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**CHRS** Common Human Resources System

**Agenda:**

- Project Overview
- Move to Production (MTP)
- Employee Self Service
- Job Aids/Just in Time Training
- Questions/Feedback

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**CHRS Prepare for Go-Live**

**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

**Why 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

PeopleSoft 9.2 + Customizations built for the CSU = CHRS

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### What is included in CHRS?

- PageUp
- Recruiting *with PageUp*
- Quick Sight
- CHRS Reporting
- PeopleSoft
- Temporary Academic Employment
- Workforce Administration
- Benefits Administration
- Absence Management
- Labor Cost Distribution
- Time and Labor

- 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.
- Unit 11 Employee Hiring is moving to CHRS Recruiting in March 2025.

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### Project Timeline

**Project Milestones**

Year	Activity	Start Date	End Date
2024	Review	Jan 22	Mar 27
2024	Pass A	May 20	Aug 23
2024	Pass B	Oct 7	Dec 13
2025	Pass C	Jan 27	Mar 7
2025	MTP	Mar 19	Mar 23
2025	Stabilization	Mar 24	Sep 26

**Change Management Activities**

- Stakeholder Register
- Change Impact Analysis
- Communications Plan Execution
- Sponsor Readiness
- Measurement
- Escalation

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## Move To Production (MTP)

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### WHAT'S NEW?

- MTP web page outlines deadlines and impacts
- "Pause" several workflows and transactions
- Action(s):**
  - Review MTP schedule and confer with colleagues on impacts
  - Check often for updates
  - Attend "Adjusting to CHRS" – 02/25/25 at 10 – 12 pm (Virtual)
  - Outlook invite to HR Liaisons, Timekeepers, Personnel/Budget Analysts

### Move to Production (MTP) Schedule

2/21/2025 HR, Budget, FA Workflows Pause
3/6/2025 February Time & Payroll Reporting Access Ends
March Time Reporting Pause Until 3/24/2025
3/22-23/2025 Campus Solutions Outage
Future Updates

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### Preparation for CHRS Implementation

Transaction and System Pauses Feb 21 - Mar 24, 2025

**Feb 21, 2025**  
HR, OFA, Budget Pause  
New Transactions Pause: See [link] for list of transactions paused, including position management and Class Camp services

**Mar 1-6, 2025**  
Payroll Deadlines  
March 4-6, 2025 February Time Reporting and Absences Deadlines: Mar 4 - entries due Mar 6 - approvals due  
March 1, 2025 Pause March Time Reporting and Absence Entry User manual tracking

**Mar 7, 2025**  
Final Start Date

**Mar 19-23, 2025**  
System Outages  
Final Start Date for Faculty, Staff, Students, MTP new hires, Promotions, CARS Recalling process apps, all academic apps  
Mar 19-24, 2025 CMG HR Outage Page 10 Outage  
Mar 23, 2025 Campus Solutions Outage

**Mar 24, 2025**  
CHRS Go Live  
Systems Online All HR Services and Transactions Resume  
Mar 23, 2025 Campus Solutions Online

Nov. 27/2025  
CHRS Common Human Resources System

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### AFTER Go-Live To Do's and Important Websites:

- Use Job Aids to understand how to navigate and use features
- Check Personal Details to confirm data loaded correctly
- March 2025 Pay Period Entries (as applicable):
  - No Leave Taken
  - Request Absence
  - Timesheet - Submit Hours
  - Setup Reminders

[CHRS Instructions and Job Aids:](#)

[CHRS Move to Production Schedule:](#)

[CHRS Project Website:](#)

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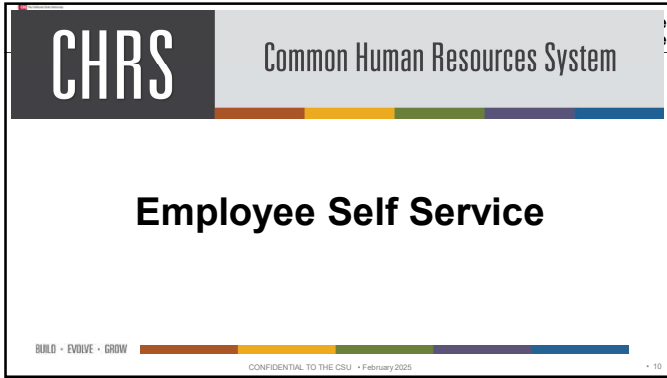
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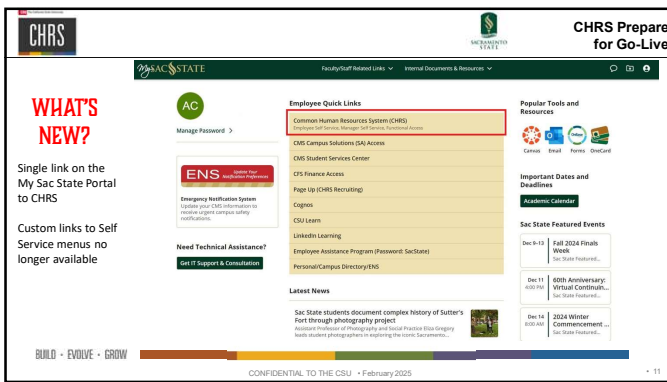
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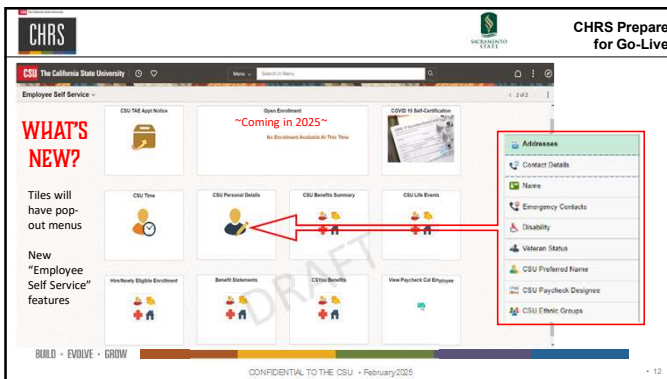
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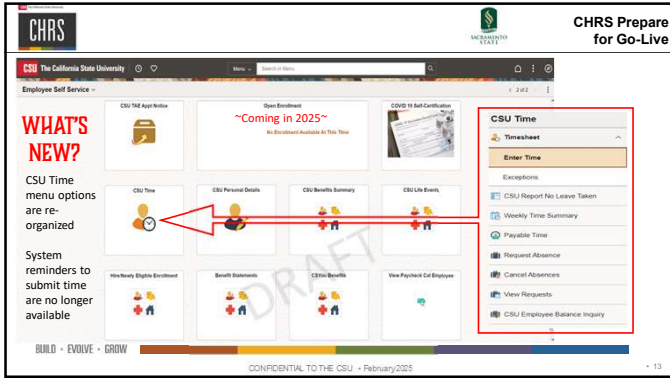
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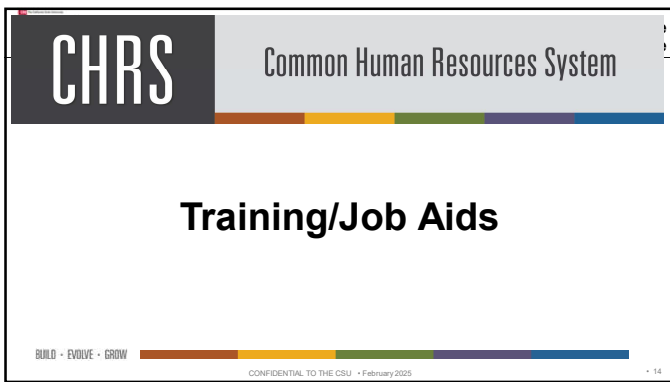
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## Just-in-Time Training

**Online Job Aids and Videos**

**End User Support**

- CSU Learn e-course
- Job Aids
- Timekeepers
- Training occurs closer to Go-Live on March 24

**How can we help?**

Search guides and tutorials...

**CSU Common Human Resources System (CHRS)**

Welcome to the CHRS end user help page. This resource site has job aids and video tutorials that provide guidance to complete tasks within CHRS. You can use the links to navigate to a particular topic or use the search feature.

**Employee Self-Service**

Self-Service system for Employees to manage profile, time and benefits

**Manager Self-Service**

Self-Service for Managers for time management and workforce administration

**Faculty Self-Service**

Self-Service for Faculty to manage profiles, time, benefits, and appointment qualifications

**CHRS Navigation**

Brief video of how to navigate in CHRS

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**QUESTIONS**

**CHRS Website**

**THANK YOU**

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