System Demonstration: Employee Self-Service

Presented by

Human Resources

Today's Agenda

- Welcome and Introductions

- CHRS 101 (QR code)

- Preparing for CHRS

- System Demonstration

- CHRS System Recap

- Toolkit

- Q & A

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Human Resources Welcomes You

Diana Enos
- Associate Director of Human Resources - Benefits

Justine Giorgi
- HR Systems Analyst - Personal Data

Liza Bruno
- Senior HRIS Operations Analyst - Personal Data

Richard Guyette
- Payroll Technician II - Time & Labor and Absence Management

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CHRS Refresher

VISIT CHRS AT CI ONLINE — SCAN TO

CHRS is replacing CI Personnel
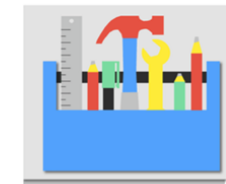
PeopleSoft 9.2 + Customizations built for the CSU = CHRS
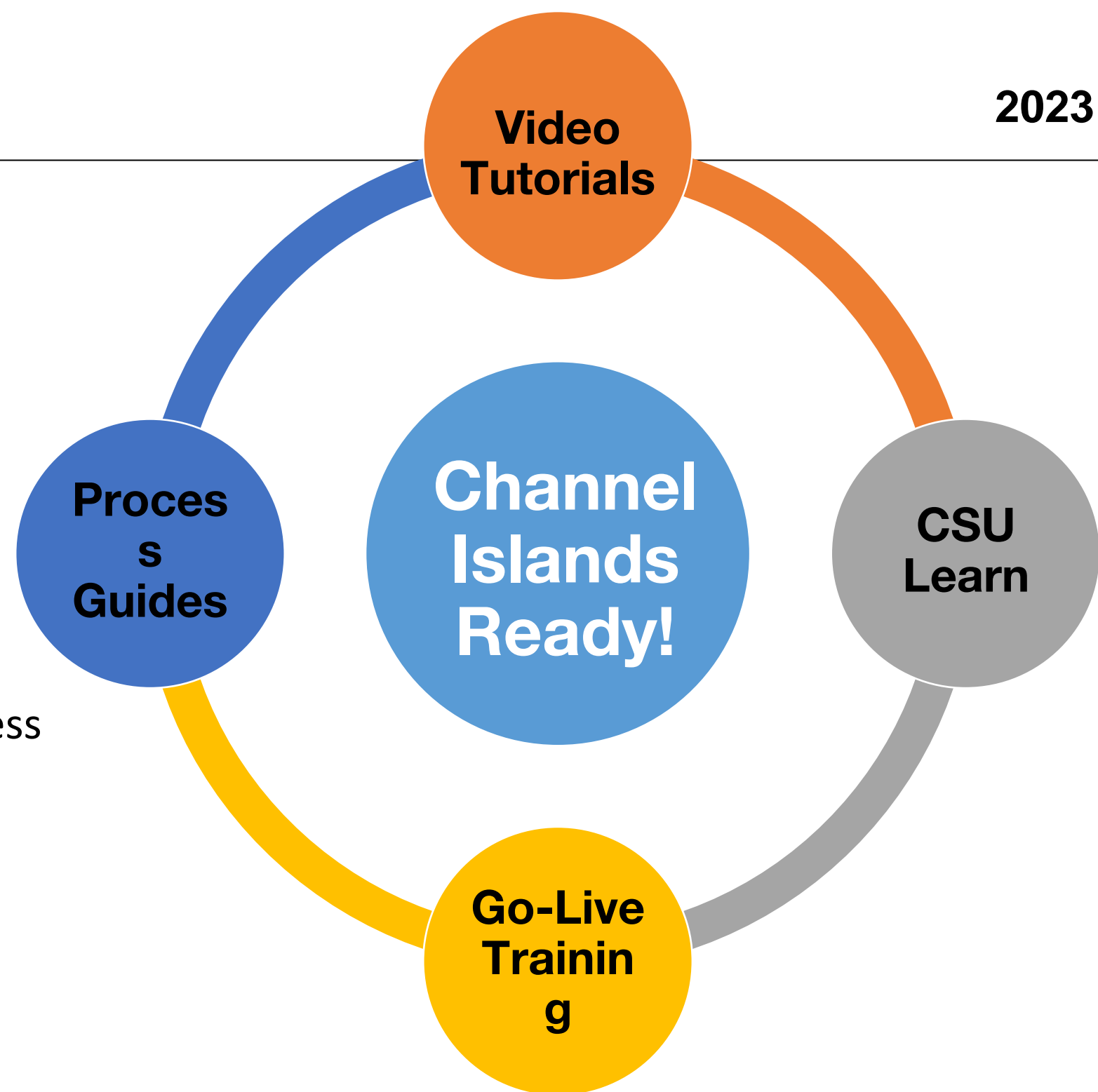
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Preparing You for CHRS

CHRS Training – Learning Begins Today

Great ways to get connected and learn about the upcoming changes and system:

- Visit the [Training and Resources webpage](#)
- Start watching some videos and reading process guides that will be continuously posted
- Attend meetings when you can
- Take part in our demos and office hours (Office Hours Coming Soon in November!)
- Contact us at CHRS@csuci.edu

Video Tutorials

Process Guides

Channel Islands Ready!

CSU Learn

Go-Live Training

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The Benefits of Self-Service

What It Is

Independent access to certain employee level information - anywhere, anytime

What It Does

Allows for quicker access to one-stop shop view and entry to employee and personal information. Allows for online instead of calling, faxing, or office delivery of <u>certain</u> forms.

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CHRS

EMPLOYEE

SELF-SERVICE

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CHRS Demonstration
Employee Self Service - Personal Details

Update Address & Contact Details

- **Home Address & Mailing Address** ← **click to play demonstration**

- **Phone & Email** ← **click to play demonstration**

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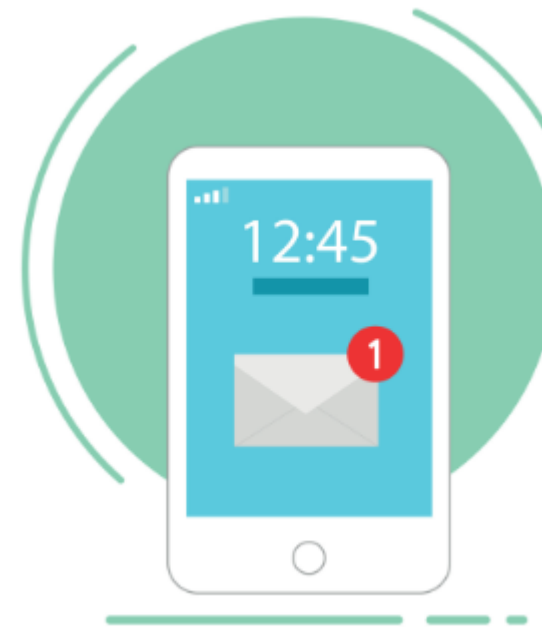
Update Preferred Name

- **Difference between primary name and preferred name**

- **Current and new process for preferred name changes**

← **click to play demonstration**

Add or Update Emergency Contacts

- **Review information in CHRS**
- **Multiple contacts with one preferred**
- **Multiple phone numbers option**

← **click to play demonstration**

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Update Disability Status

- **Review self-identification page**

- **Select one statement**

← **click to play demonstration**

Update Veterans Status

- **Review status definitions**

- **Select self-identification option**

← **click to play demonstration**

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Update Final Paycheck Designee

- **Final paycheck will be paid to designee**

- **Contingent designee option**

https://vimeo.com/655530517

← **click to play demonstration**

Employee Self-Service - Benefits

View Benefits Summary

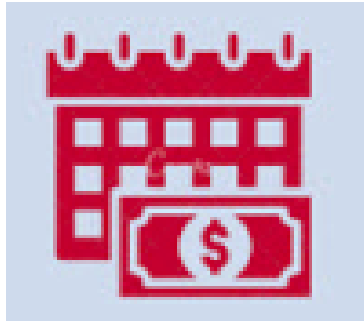← **click to play demonstration**

Managing Life Events

- **Enroll/Cancel Benefits**
- **Add Dependents** ←**click for demonstration**
    Example add: birth of child
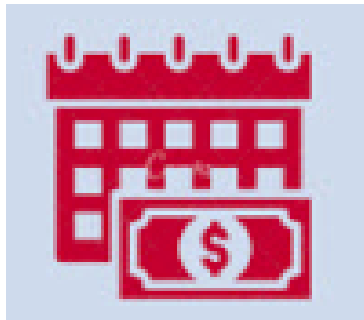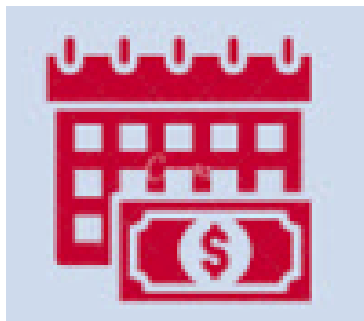- **Delete Dependents**

CHRS Demonstration
Employee Self-Service - Payroll

No Leave Taken Entry ←**click for demonstration**

Request Absences (formerly Absence Event) ←**click for demonstration**

Report Time/Entering Additional Pay Types ←**click for demonstration**
Student Assistant and Hourly Intermittent employees are reported as positive/hourly pay
Reporting overtime (includes Compensatory Time Off)

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A Summary of What You've Learned Today

BEFORE

- *Self-Service limited*

- *Paper forms for benefits, payroll, and personal information updates*

- *Campus-owned process guides*

- *Not designed for mobile device use*

AFTER

- *Expanded self-service to broader audience*

- *Direct access for employees to update and view certain benefits, payroll, and personal information*

- *Shared access to CHRS Library of process guides*

- *Mobile device use is encouraged*

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QUESTIONS?

THANK YOU

FOR PARTICIPATING IN THIS IMPORTANT EVENT

Visit CHRS

on the Web https://www.csuci.edu/hr/chrs/

Contact CHRS

by email CHRS@csuci.edu