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
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
CHRS Refresher

CHRS is replacing CI Personnel
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
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 certain forms.
CHRS Demonstration
Employee Self Service - Personal Details

Self Service Options

- Addresses
  - Contact Details
  - Name
- Emergency Contacts
- Disability
- Veteran Status
- CSU Preferred Name
- CSU Paycheck Designee
- CSU Ethnic Groups
Update Address & Contact Details

- **Home Address & Mailing Address**  🔄 click to play demonstration
- **Phone & Email**  🔄 click to play demonstration
Update Preferred Name

- Difference between primary name and preferred name
- Current and new process for preferred name changes

What's in a NAME?

← 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
Update Disability Status

- Review self-identification page
- Select one statement

Update Veterans Status

- Review status definitions
- Select self-identification option
Update Final Paycheck Designee

- Final paycheck will be paid to designee
- Contingent designee option

https://vimeo.com/655530517
CHRS Demonstration

Employee Self-Service - Benefits

~Coming in 2024~
View Benefits Summary
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)
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
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