

CHRS

Common Human Resources System

System Demonstration: Employee Self-Service

*Presented by
Human Resources*



Channel Islands

CALIFORNIA STATE UNIVERSITY



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



VISIT CHRS AT CI ONLINE



SCAN TO

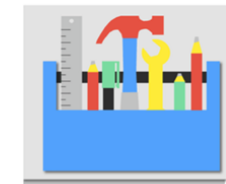
VISIT CHRS AT CI ONLINE

CHRS is replacing CI Personnel



PeopleSoft
9.2

+



Customizations
built for
the CSU

=

CSU The California State University

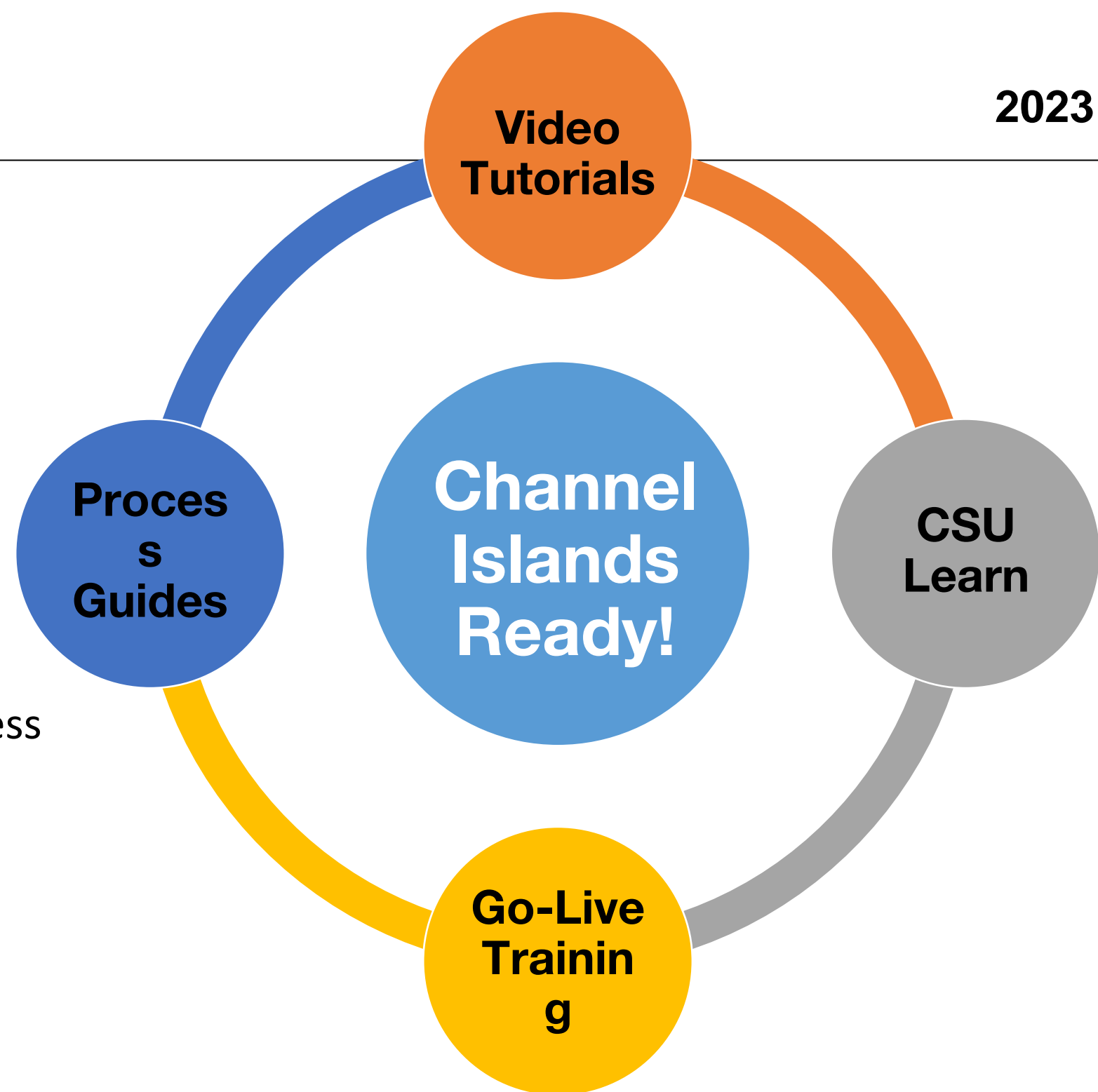


Preparing You for CHRS

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

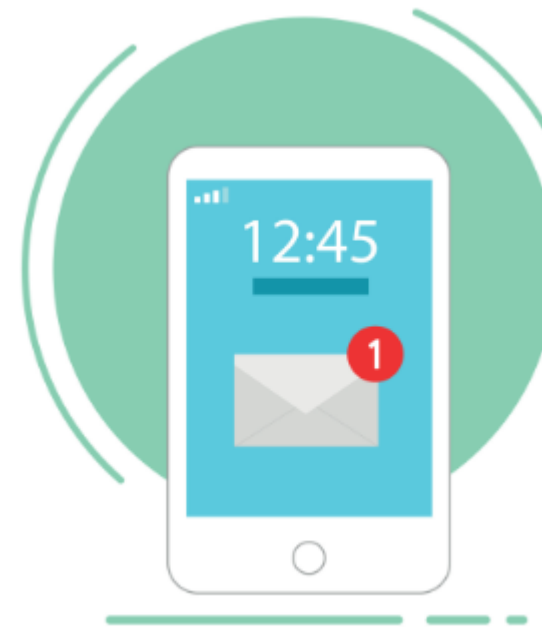
- Addresses
- Contact Details
- Name
- Emergency Contacts
- Disability
- Veteran Status
- CSU Preferred Name
- CSU Paycheck Designee
- CSU Ethnic Groups

The screenshot shows the CHRS Employee Self Service interface. At the top, there is a navigation bar with the CSU logo, a menu dropdown, and a search field. Below the navigation bar, the main content area is titled 'Employee Self Service'. On the left side of the main area, there are icons for a clock and a heart. The main content area contains several tiles:

- CSU TAE Approval Chart:** A bar chart showing the count for four categories: Counselors (3), Extension (3), Additional Employment (1), and Lecturers (4). The total count for CICMP is 11.
- CSU TAE Appt Notice:** A tile with a briefcase icon.
- Open Enrollment:** A tile with the text 'No Enrollment Available At This Time'.
- CSU Time:** A tile with a person and clock icon.
- CSU Personal Details:** A tile with a person and pencil icon, circled in red.
- CSU Benefits Summary:** A tile with a person, house, and plus sign icon.
- CSU Life Events:** A tile with a person, house, and plus sign icon.
- Hire/Newly Eligible Enrollment:** A tile with a person, house, and plus sign icon.
- Benefit Statements:** A tile with a person, house, and plus sign icon.
- CSYou Benefits:** A tile with a person, house, and plus sign icon.
- View Paycheck Cal Employee:** A tile with a magnifying glass icon.

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>

STATE OF CALIFORNIA DIRECT DEPOSIT NUMBER
DIRECT DEPOSIT ADVICE 07-123456

AMOUNT DEPOSITED	
DOLLARS	CENTS
\$*2715	.78

TOS Smith 051-220
AGENCY UNIT

NOT NEGOTIABLE

MALIA M. COHEN
CALIFORNIA STATE CONTROLLER

When changing accounts or financial institutions, notify your personnel office immediately.
Do not close your old account until you have received your first payment in your new account.

[← click to play demonstration](#)

CHRS Demonstration

Employee Self-Service - Benefits

The screenshot displays the CHRS Employee Self-Service interface. At the top, there is a navigation bar with the CSU logo, the text 'The California State University', a 'Menu' dropdown, a search bar labeled 'Search in Menu', and a home icon. Below the navigation bar, the page title is 'Employee Self Service'. The main content area features a grid of service tiles. A red box highlights the 'Open Enrollment' tile, which contains the text '~Coming in 2024~' and 'No Enrollment Available At This Time'. Other tiles include 'CSU TAE Appt Notice', 'COVID 19 Self-Certification', 'CSU Time', 'CSU Personal Details', 'CSU Benefits Summary', 'CSU Life Events', 'Hire/Newly Eligible Enrollment', 'Benefit Statements', 'CSYou Benefits', and 'View Paycheck Cal Employee'. The 'CSU Benefits Summary', 'CSU Life Events', and 'CSYou Benefits' tiles are circled in red. On the left side of the interface, there are icons for a clock and a heart.



View Benefits Summary

Employee Self Service **Benefits**

Chio Saechao
Custodian

- Benefits Summary
- Life Events
- Form 1095-C Consent

Benefits Summary

To view your benefits as of another date, enter the date and select Refresh.

My Benefits on 11/13/2020 Refresh

Benefit Plans

Medical	Dental
Plan Kaiser PERMANENTE CALIFORNIA Coverage Employee+Dependents 4 Dependents Review	Plan DeltaCare USA - Enhanced Coverage Employee+Dependents 4 Dependents Review
Vision	Life and AD and D
Plan Vision Service Plan Coverage Empl.or Empl.& Deps 4 Dependents	Plan Standard (10K / CSUEU) Coverage \$10000

[← click to play demonstration](#)

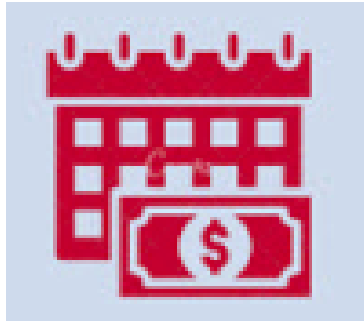
Managing Life Events

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

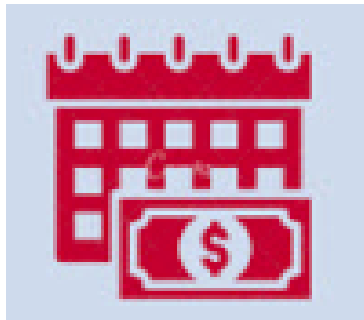


CHRS Demonstration

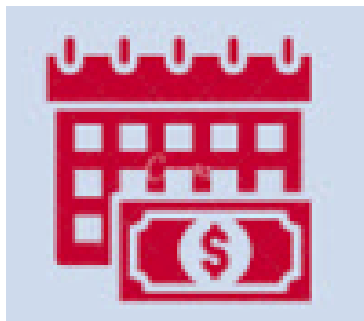
Employee Self-Service - Payroll



[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)

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/>

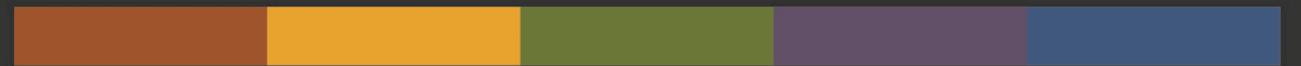
Contact CHRS

by email CHRS@csuci.edu

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CSU The California State University

CHRS



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