

CHRS

Common Human Resources System

An Introduction To: A Common Human Resources System

*Presented by
Human Resources*



Channel Islands
CALIFORNIA STATE UNIVERSITY

Welcome

Cal State Channel Islands

Today's Agenda

- Welcome and Introductions
- Meet Our Sponsors
- What's New to PeopleSoft
- Project Overview/Timeline
- Key Highlights & Features
- CHRS System Summary
- Q & A

Meet Our Sponsors

Laurie Nichols

- Associate Vice President for Administrative Services and HRO

William DeGraffenreid

- Interim Associate Vice President for Faculty Affairs, Equity and Success

Jim August

- Chief Information Officer

Asha Ramachandra

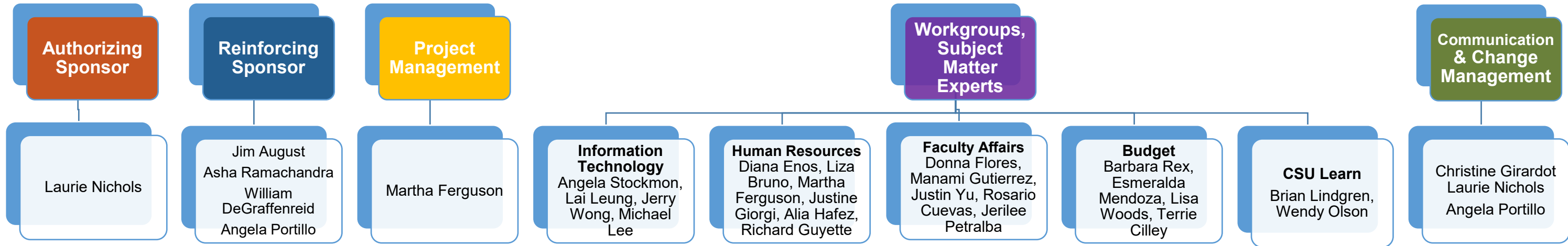
- Director of Information Technology Strategy

Angela Portillo

- Director of Human Resources



Meet The Project Team

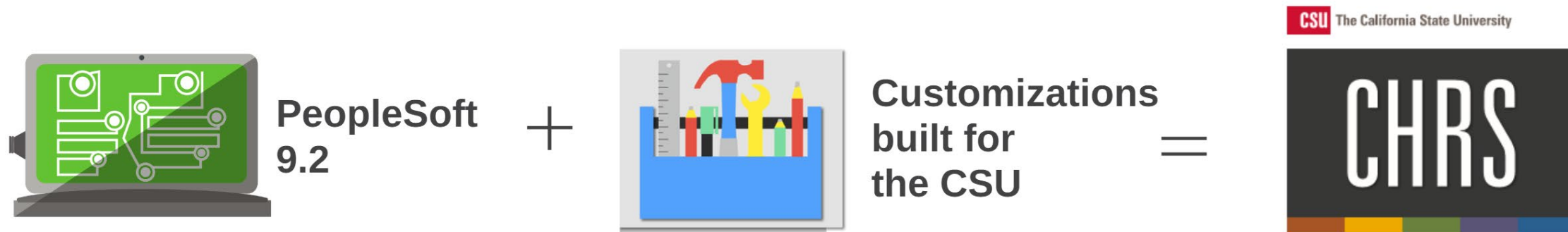




What is CHRS?

- All campuses, including the Chancellor's Office move to 1 standard HR Peoplesoft platform versus 23 campus versions
- A Peoplesoft system update to replace the prior version which is no longer supported
- Streamlines business processes creating systemwide efficiencies
- A centralized plus cost effective method to maintain application system changes and upgrades

CHRS is replacing CI Personnel



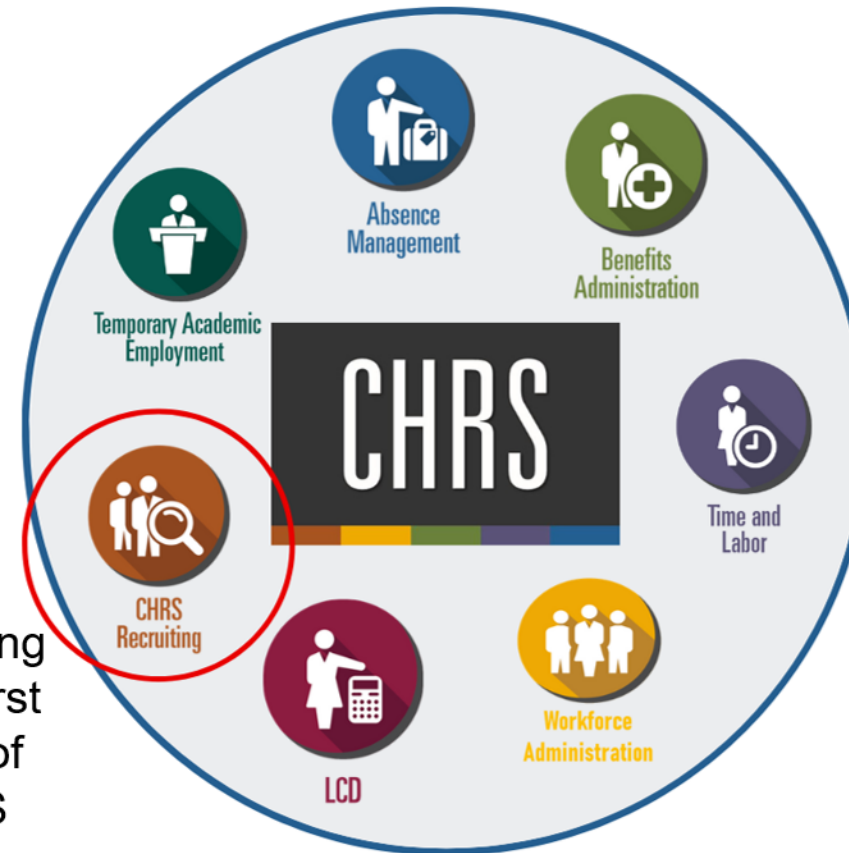


CHRS Recruiting – First Piece

The Recruiting module, implemented in 2021 was the pre-requisite to upgrade to the latest version of the upcoming Human Resources System

What is the difference between CHRS Recruiting and CHRS?

	CHRS Recruiting	CHRS
Already implemented	Yes	No
Common to all campuses	Yes	Yes
Used for	Attracting and hiring new employees	All HR Tasks
Platform	PageUp	PeopleSoft 9.2
Who uses it?	Those involved with recruiting, hiring and onboarding	Nearly all staff, faculty and administrators



Recruiting is the first piece of CHRS

What will Channel Islands Gain?

- Automated Human Resources processes to replace some paper forms
- Automated Human Resources processes to streamline
- Built-in email notifications for Payroll entries as delivered by Peoplesoft
- Increased access to Self-Service to:
 - Streamline, simplify HR processes
 - Save on paper
 - Reduce audit discrepancies

Strategic Initiatives Aligned with CHRS Outcomes



Capacity and Sustainability

Taking action to sustain and advance a robust University in an era of declining state support.

Promoting sustainability as an integral part of University planning and operational activities.

4.10 Continue to pursue efficiency and assess effectiveness in administrative services and systems.

4.12 Leverage technology to allow more time for people to engage in the activities that require human intervention (e.g., eliminating rote manual processes in favor of automatic ones).

Impacts on You

General Impact by Role



Human Resources and IT

- Actively engaged during the implementation process
- Partner with the Chancellor's Office CHRS Project Team



Human Resources Employees

- Will see business processes change and learn new procedures
- May be involved in software testing



Employees Who Use Self-Service

- Will find that Self-Service has a new workflow and look
- Will be a change to get used to



Campus Leaders

- Support their team who is helping implement CHRS
- Support employees in adopting the software

CHRS' Key Advantage is its Online Processing Capability

Staff & Faculty

- Expanded use of Time & Labor and Absence Management
- Online reporting of overtime and shift differential entries
- Employees will be able to view and update own personal information via self-service
- Ability to view and update benefits information
 - current enrollment
 - life events

Managers & Approvers

- CHRS Recruiting continues to integrated with CHRS Workforce Administration or Job Workflow
- Expanded use of Time & Labor and Absence Management processes

HR & Faculty Affairs

- Select payroll transactions previously created and submitted via paper forms or Adobe Sign forms will be submitted via employee and manager self service
- Receiving training on the new features and developing new business processes and procedures.
- Will train campus users on how to use new self-service features.
- Access to robust reports

A large, white, rectangular graphic with a slight 3D effect and a drop shadow. It contains the words "SNEAK" and "PREVIEW" in a large, teal, sans-serif font, stacked vertically. The graphic is tilted slightly to the right.



Brand New Self-Service Panel

CSU The California State University Employee Self Service

CSU TAE Approval Chart

Category	Count
Lecturers	4.0

4 Total Count for FLCMP

CSU TAE Appt Notice

Open Enrollment

No Enrollment Available At This Time

CSU Time

CSU Personal Details

CSU Benefits Summary

CSU Life Events





Payroll Absence Management Self-Service (AMSS)

< Employee Self Service
CSU Time
🏠 🔍 ⋮

- 👤 Timesheet
- 📄 CSU Report No Leave Taken
- 📅 Weekly Time Summary
- 🕒 Payable Time
- 📅 Request Absence
- 🗑️ Cancel Absences
- 📅 View Requests
- 👤 CSU Employee Balance Inquiry

Request Absence

[Submit](#)

***Absence Name** Personal Holiday

***Begin Date:** 07/18/2023

End Date

Duration 8.00 Hours

Partial Days > None

Forecast

Comments

Attachments

You have not added any Attachments.

Add Attachment

Balance Information

As Of 05/31/2023 1.00 Days**

View Balances >

View Requests >



Payroll Time & Labor Self-Service (TLSS)

Job Title Custodian



1 August - 31 August 2023
CSU State Calendar
Scheduled 184.00 | Reported 38 Hours

[View Legend](#)

[Print Timesheet](#) [Submit](#)

Week 1 of 5
Scheduled 0.00 | Reported 38.00 Hours

Time Reporting Code / Time Details	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	6-Sunday	7-Monday		
	Reported 11	Reported 9	Reported 8	Reported 10	Reported 0	Reported 0	Reported 0		
SHSWG - Shift - Swing CSUEU (1.35)	8.00	8.00	8.00	8.00				+	-
OTPR - Overtime Paid @ 1.5	3.00			2.00				+	-
CTPR - Comp Time Earned @ 1.5		1.00						+	-
Comments									



Employee Self-Service - Personal Details

Employee Self Service

Dolly Dolphin

Cnfdntl Tech Support 12 Mo

Addresses

Contact Details

Emergency Contacts

Disability

Veteran Status

CSU Paycheck Designee

CSU Ethnic Groups

Address

Employee Instruction
To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

Change As Of 08/20/2023

Address Type Home

Country United States

Address 1 1 Ocean Drive

Address 2

Address 3

City Camarillo

State California

Postal 93012

County

Phone Number

*Type Home

Preferred

Number 805-555-1234

Extension



Employee Self-Service - Personal Details

[Employee Self Service](#)

Dolly Dolphin

Cnfdntl Tech Support 12 Mo

Addresses

Contact Details

Emergency Contacts

Disability

Veteran Status

CSU Paycheck Designee

CSU Ethnic Groups

[Cancel](#) **Emergency Contact** [Save](#)

*Contact Name

*Relationship

Preferred

Address

No data exists.

[Add Address](#)

Phone Numbers

No data exists. At least one phone number is required.

[Add Phone Number](#)

CSU Paycheck Designee

CHRS Person ID 100033730

DESIGNATION OF PERSON(S) AUTHORIZED TO RECEIVE WARRANTS (GC § 12479)

Pursuant to Section 12479 of the Government Code, I hereby designate the following person(s), trust, estate, or corporation which, notwithstanding any other provision of the law, shall be entitled **upon my death** to receive all state warrants that would have been payable to me had I survived.

NOTE: Direct deposit payments are not subject to the provisions of this designation.

Important: This is NOT a designation for payment of death benefits or refund of employee retirement contributions. A form PERS-BSD-241, Beneficiary Designation, must be completed to file a designation with the California Public Employees' Retirement System for death benefits. **Paycheck Designees must be 18 years of age or older**

Decline Paycheck Designation No [Instructions](#)

Primary Designee

Designee Type

Person Name Example: First Middle Last

Relationship

Country

United States

Address Example: 401 Golden Shore Unit 27B Long Beach, CA 90802

Phone

Country Code

Contingent Designee 1 (optional)

Contingent Designee 2 (optional)

Contingent Designee 3 (optional)

No

By clicking save, I acknowledge I am authorizing the individuals listed above as final paycheck designees and hereby revoke all designations that I have previously filed. The primary designated person shall be the designated person that receives the warrants. If the primary designated person predeceases the employee, the next designated person who survives the employee will receive the warrant(s). If the above-named designee does not file a written request with the personnel/payroll office of my employing state agency/campus for such warrants within sixty (60) days after the date of my death, this designation shall be and become null and void. This designation will remain in full force and effect during my employment unless changed through Employee Self Service or by submitting an STD 243 form to my personnel/payroll office.


[Save](#)

Benefits Self-Service

CSU The California State University | Menu | Search in Menu | Home | 1 of 2

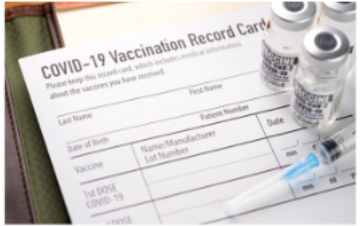
Employee Self Service ▾

CSU TAE Appt Notice




Open Enrollment
~Coming in 2024~
No Enrollment Available At This Time


COVID 19 Self-Certification



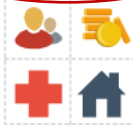
CSU Time




CSU Personal Details




CSU Benefits Summary




CSU Life Events




Hire/Newly Eligible Enrollment




Benefit Statements



CSYou Benefits



View Paycheck Cal Employee



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Benefits Self-Service

Benefits Summary

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

My Benefits on

Benefit Plans



Medical

Plan Kaiser PERMANENTE CALIFORNIA
Coverage Employee+Dependents

4 Dependents

[Review](#)

Dental

Plan DeltaCare USA - Enhanced
Coverage Employee+Dependents

4 Dependents

[Review](#)

Vision

Plan Vision Service Plan
Coverage Empl or Empl & Deps

4 Dependents

Life and AD and D

Plan Standard (10K / CSUEU)
Coverage \$10000

Life Events

Review the choices below and select the appropriate Life Event. Then enter the date of your Life Event. **If you have more than one Life Event to process, contact your Benefits Office before continuing.**

Life Event Menu Choices

- Marriage/Registered Domestic Partnership
- Birth of a Child
- Adoption of a Child
- Divorce/Termination of Registered Domestic Partnership
- Parent-Child Relationship
- Late Enrollment
- Employee-Loss of External Coverage
- Employee-Gain of External Coverage
- Dependent-Loss of External Coverage
- Dependent-Gain of External Coverage
- Drop All Dependents

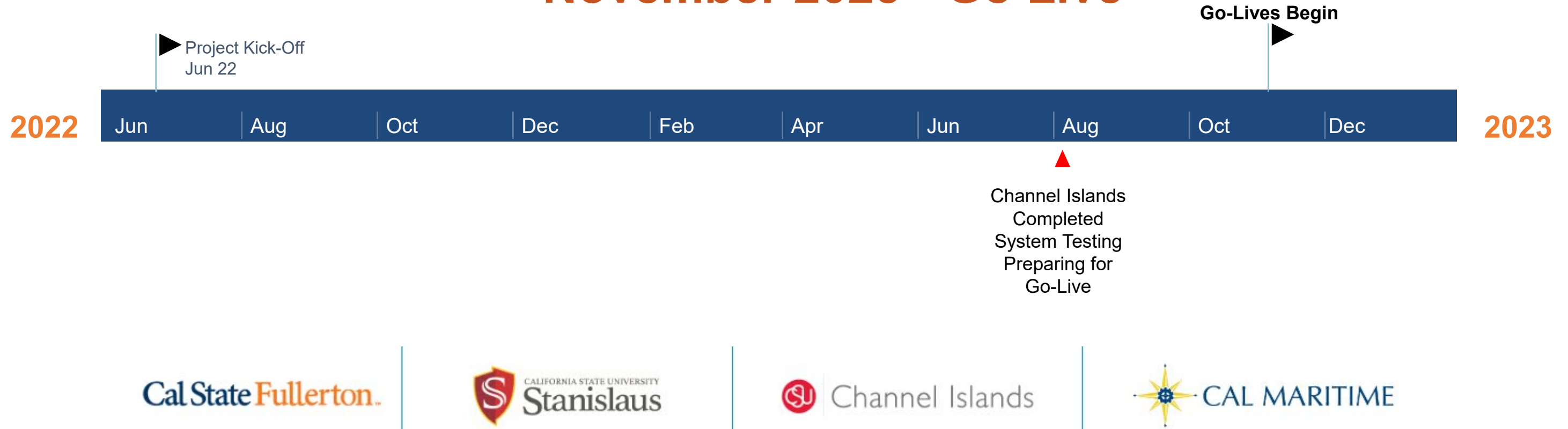
*As Of

Deadline for completing the event

Enter the date of your status change, then click the **Start Life Event** button. The Life Event must be completed within **60 days** of your qualifying event or you will not be eligible to change your Benefit Elections.



When is this happening? November 2023 - Go Live



New CHRS System

BEFORE

- *Self-Service limited*
- *Manual Reports*
- *Campus owned process guides*
- *AdobeSign routing for signature*
- *Paper Payroll timesheets and overtime reporting*
- *Employees cannot view benefits information*
- *Not designed for mobile device use*

AFTER

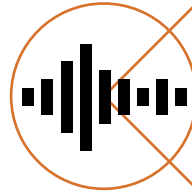
- *Expanded self-service to broaden audience*
- *Standardized and New! Reports*
- *Shared access to CHRS Library of process guides*
- *Peoplesoft built-in automated routing and approvals*
- *TLSS online timesheet entry reporting*
- *Employees self-service to view benefits information*
- *Mobile device use by employees & approvers is encouraged*



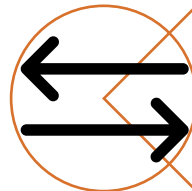
Ways You Can Support the CHRS project



Participate in campus testing, training and go-live events



Provide feedback either directly or through survey responses



Recognize and acknowledge the complexity of change



Celebrate and advocate for change (even small ones)



Contact CHRS Project Implementation Team

- Project Management
- Change Management



QUESTIONS?

THANK YOU

FOR PARTICIPATING IN THIS IMPORTANT PROJECT

Visit CHRS

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

CSU The California State University

CHRS



BUILD • EVOLVE • GROW

