An Introduction To:
A Common Human Resources System

Presented by
Human Resources
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

Authorizing Sponsor
Laurie Nichols
Asha Ramachandra
William DeGraffenreid
Angela Portillo

Reinforcing Sponsor
Jim August

Project Management
Martha Ferguson

Information Technology
Angela Stockmon, Lai Leung, Jerry Wong, Michael Lee

Human Resources
Diana Enos, Liza Bruno, Martha Ferguson, Justine Giorgi, Alia Hafez, Richard Guyette

Human Resources
Diana Enos, Liza Bruno, Martha Ferguson, Justine Giorgi, Alia Hafez, Richard Guyette

Faculty Affairs
Donna Flores, Manami Gutierrez, Justin Yu, Rosario Cuevas, Jerilee Petralba

Budget
Barbara Rex, Esmeralda Mendoza, Lisa Woods, Terrie Cilley

CSU Learn
Brian Lindgren, Wendy Olson

Communication & Change Management
Christine Girardot
Laurie Nichols
Angela Portillo
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?

<table>
<thead>
<tr>
<th></th>
<th>CHRS Recruiting</th>
<th>CHRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Already implemented</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Common to all campuses</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Used for</td>
<td>Attracting and hiring new employees</td>
<td>All HR Tasks</td>
</tr>
<tr>
<td>Platform</td>
<td>PageUp</td>
<td>PeopleSoft 9.2</td>
</tr>
<tr>
<td>Who uses it?</td>
<td>Those involved with recruiting, hiring and onboarding</td>
<td>Nearly all staff, faculty and administrators</td>
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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
SNEAK PREVIEW
Brand New Self-Service Panel

- CSU TAE Approval Chart
- CSU TAE Appt Notice
- Open Enrollment
- CSU Time
- CSU Personal Details
- CSU Benefits Summary
- CSU Life Events
Payroll Absence Management Self-Service (AMSS)
Payroll Time & Labor Self-Service (TLSS)
Employee Self-Service - Personal Details

Addresses

Phone Number

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: 09/01/2023
- Address Type: Home
- Country: United States
- Address 1: 1 Ocean Drive

City: Camarillo
State: California
Postal: 90012
County:

- Type: Home
- Preferred: No
- Number: 805-555-1234
- Extension:
Employee Self-Service - Personal Details

[Image of CHRS interface with sections for Addresses, Contact Details, Emergency Contacts, Disability, Veteran Status, CSU Paycheck Designee, and CSU Ethnic Groups.]

[Image of Emergency Contact page with fields for Contact Name, Relationship, Address, and Phone Numbers.]

[Image of CSU Paycheck Designee page with fields for Designee Type, Person Name, Relationship, Country, and Address.]

[Text: Build • Evolve • Grow]
Benefits Self-Service

Open Enrollment
~Coming in 2024~
Benefits Self-Service

Benefits Summary

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

My Benefits on 11/13/2020

Benefit Plans

Medical
- Kaiser PERMANENTE CALIFORNIA
  - Coverage Employee + Dependents
  - 4 Dependents

Dental
- DeltaCare USA - Enhanced
  - Coverage Employee + Dependents
  - 4 Dependents

Vision
- Vision Service Plan
  - Coverage Empl or Empl & Depts
  - 4 Dependents

Life and AD and D
- 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 12/14/2020

Start Life Event

Deadline for completing the event

Enter the date of your status change, then click on 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

Channel Islands
Completed
System Testing
Preparing for
Go-Live

Project Kick-Off
Jun 22

Go-Lives Begin

2022
Jun  Aug  Oct  Dec  Feb  Apr  Jun  Aug  Oct  Dec

2023

Build • Evolve • Grow
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/