Greetings from Human Resources:

We would like to inform you of some changes coming to the PeopleSoft HR system this November. The Department of Human Resources has been engaged in an important program implementation called the Common Human Resources System (CHRS).

CHRS is a single Human Resources (HR) data management system that will be utilized by all 23 CSU campuses and the Chancellor's Office. Currently, each campus manages its own independent HR data management system, aka PeopleSoft HR. With one system, there will be consistent technology across all campuses, and we will perform processes in a standardized way.

What This Means To You

You will enter your time in CHRS like you currently do in PeopleSoft HR, but you will experience a new look and feel with CHRS. For example, instead of menu items to navigate to your time sheet you will use a dashboard and tiles. In addition, time and labor processing will occur on the fly each time you click "submit". You will know immediately if there is an entry issue with your time sheet. Another enhancement is the fluid technology that enables the view of PeopleSoft to conform to various devices such as cell phones, laptops, and tablets, improving the mobile experience.

This is one of the most important initiatives that the CSU has undertaken in its administrative infrastructure in the last two decades. Cal Maritime is one of the first four CSU campuses to take part in this initiative.

Special Treatment for Time Sheets

October Timesheets: Last Day to submit time: 10/31/2023 by Close of Business

November Timesheets: No time should be entered for November until we are in CHRS. Both systems will be down during our Move to Production timeframe.

- Please track your time worked in November for entry in CHRS when we are live. A worksheet is attached for your convenience. Use a separate form for each job. Hard copies are available from the Payroll Office. For future reference the worksheet will be posted on the CHRS and payroll web pages. Do not submit the work sheet to payroll. It will not be processed for pay.
- Stay tuned for a future communication with instructions on how to enter time. Drop-in office hours will be available during the week of 11/27-12/1 for anyone requiring assistance.

Important Dates

Last Day to Report/Update October Hours: 10/31/2023 – PeopleSoft will be locked at close of business

Blackout Dates/PeopleSoft-HR Unavailable: **11/1/2023 to *11/16/2023 8:00am**
***HR will turn on CHRS to campus users no later than November 16.

Move-to-Production (MTP): 11/13/2023 – 11/16/2023
HR will be completing the remaining update tasks and will notify campus users when CHRS is available. **We expect to have the tasks completed and make the system available to you no later than Nov 16.**

Additional CHRS Resources

[Cal Maritime CHRS website](#)

[Chancellor's Office CHRS website](#)

Contacts

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[Ask CHRS](#) to email questions directly to the CHRS project team at the Chancellor's Office (CO)