Outlook

Important Deadlines for CHRS Implementation

From CHRS Project <CHRSproject@csusb.edu>
Date Fri 2/28/2025 11:12 AM
To Colleagues <colleagues@groups.csusb.edu>

Greetings Colleagues,

As we get closer to the implementation of the new system-wide Common Human Resources System, CHRS, we want to ensure that everyone is aware of a few upcoming critical deadlines that will impact you. Your cooperation is essential in ensuring a smooth preparation and transition to CHRS. Please review the following key dates and take necessary action accordingly:

- **February Time Entry & Approvals:**
    - All time entry for February must be submitted no later than **March 3rd**.
    - Approvals for February time must be completed by **March 6th**.

- **March Time Entry:**
    - **No time should be entered for March** to prevent any issues with conversion and processing of absences. Any absences entered for March (or after) will need to be re-entered in CHRS and will not be converted.
    - Everyone on campus will cease to have access to Time Entry starting on **March 5th.**
    - All absence and No Leave Taken reporting will need to happen promptly when CHRS goes live the week of **March 24th.** Training dates forthcoming.

- **Last Day for New Hires & Job Transactions:**
    - The last day for new hires to start or any job-related transactions to be processed before CHRS go live is **March 7th**. Please note: this date includes processing times required by Human Resources and Faculty Affairs & Development. Any transactions beyond this date will need to take place after the CHRS system is live.

- **Last Day for Benefits Worksheet use:**
    - The last day for employees to complete benefits transactions using the Benefits Worksheet in Peoplesoft is **March 7th**.
    - After this date, employees must use a [temporary paper enrollment form](#) until CHRS eBenefits is launched on **April 5th.** Training dates forthcoming.

We appreciate your attention to these important deadlines. Please ensure all entries and transactions take place ahead of time. If you have any questions or need further assistance, do not hesitate to reach out to CHRSProject@csusb.edu.

Thank you for your cooperation on this important initiative.

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