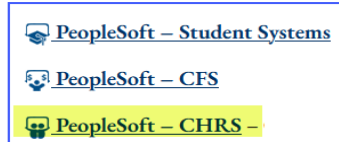


Greetings from Human Resources:

You've heard about this project for months and the time has finally arrived for us to unveil the Common Human Resources System (CHRS) to you. We are very pleased to announce the successful implementation of CHRS, our new PeopleSoft HR database. We are now in a shared system with CSU Fullerton, CSU Stanislaus, and CSU Channel Islands. Many thanks for your patience with us as we worked on this project. A big thanks as well to our sponsors for their support.

Before you log in to CHRS to check out the "lay of the land", we ask that you clear your browser cache and cookies (see attached). You can find the [CHRS Log-In Link](#) on our website.



November Timesheet: Enter your hours for the November pay period following the instructions for entering Punch Time in the attached guide. Please reach out to us if you encounter any issues or have questions. The deadline to report your time is the close of business on November 30.

Help is Available

If you experience any issues with logging in or entering your time, please feel free to contact me, Donna Carreon dcarreon@csu.edu Tel: (707) 654-1417, or Savannah Conley in payroll at sconley@csu.edu Tel: (707) 654-1021, or Michael Lam in IT at mlam@csu.edu Tel: (707) 654-1721, or anyone in the HR office.

Office hours are reserved to help you on the following schedule at the end of the month:

Monday 11/27:

11:00-1:00 [Drop-In help via Zoom](#)

3:00-5:00 In-Person (Loc TBD)

Tuesday 11/28:

11:00-1:00 [Drop-In help via Zoom](#)

Wednesday 11/29:

11:00-1:00 [Drop-In help via Zoom](#)

3:00-5:00 In-Person (Loc TBD)

Thursday 11/30:

3:00-5:00 In-Person (Loc TBD)

Friday 12/1:

11:00-1:00 [Drop-In help via Zoom](#)

Training guides, meeting recordings, and project information are posted on our [CHRS webpage](#)

Best Regards,

Donna Carreon
CHRS Project Manager