

The logo for CHRS (Common Human Resources System) features the letters 'CHRS' in a bold, white, sans-serif font on a dark grey rectangular background.The text 'Common Human Resources System' is displayed in a grey, sans-serif font on a light grey rectangular background. Below this text is a horizontal bar with segments of orange, yellow, green, purple, and blue.

Dear Cal Maritime Colleagues:

As stated in previous communications, Human Resources is engaged in a major system upgrade of our PeopleSoft database. Our Move-to-Production timeframe is fast approaching. Following is an update.

CHRS Is Coming:

In just a few short days our PeopleSoft HR system will be taken down as we transition to our new HR system, CHRS. During this transition period, PeopleSoft HR will be unavailable to campus users beginning close of business on 11/3/2023 thru 11/16/2023.

October Time Sheets and Absence Events:

- All October time sheets and absences were due on 10/31/2023. Thank you to everyone for reporting your time sheets and absences by the deadline.
- **Approvals** must be completed by 11/3/2023. Payroll must complete all processing before our system is taken down. We don't want anyone to experience a delay in getting paid so please approve the entries by 11/3/2023.

Special Handling for November Time Sheets and Absence Events:

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

Hourly Employees: 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 worksheet for each job. Hard copies are available in the Payroll Office. For future reference the worksheet will be posted to the CHRS and payroll webpages. Do not submit the completed form to payroll. It will not be processed for pay.

Overtime for Regular Employees: Overtime should still be completed using the current form

Absence Events: Please track your November absences for entry in CHRS when we are live. A worksheet is attached for your convenience. Hard copies are available in the Payroll Office. For future reference the worksheet will be posted to the CHRS and payroll webpages. Do not submit the completed form to payroll.

CHRS Training

- Training guides and recordings are posted on our [CHRS webpage](#)
- Drop-in office hours during the week of 11/27-12/1 will be available for anyone requiring assistance with entering time in CHRS.

Important Dates

Blackout Dates/PeopleSoft-HR Unavailable: November 3, 2023 4:30pm to *November 16, 2023 8:00am
*HR will turn on CHRS to campus users no later than November 16.

Move-to-Production (MTP): November 13, 2023 8:00am

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 the system available to you no later than November 16.