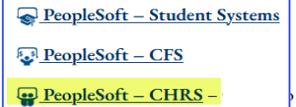


## Cal Maritime Colleagues:

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.



**Absence Reporting:** Enter absences for the November pay period following the instructions in the attached guide. Please reach out to us if you encounter any issues or have questions. The deadline to report your attendance is the close of business on November 30.

**Absence Approvers:** The Quick Guide to approve Absence Reports is attached. The deadline to approve is December 3.

### Training dates:

- Thursday, November 30 – 9:00am-9:30am via zoom: <https://csum.zoom.us/j/87873904885>
- Friday, December 1 – 2:00pm – 2:30pm via zoom: <https://csum.zoom.us/j/86408887329>

**Time and Labor Reporting:** A separate announcement is being sent to Hourly and Student Employees. Instructions for entering time will be included with that communication. Time entries are due November 30.

**Time Sheet Approvers:** Please refer to the attached guide on approving payable time. Approvals are due December 3. Training is scheduled for the following dates:

### Training dates:

- Friday, November 17 – 9:00am-9:30am via zoom: <https://csum.zoom.us/j/89149782237>
- Friday, December 1 – 2:00pm – 2:30pm via zoom: <https://csum.zoom.us/j/86774170373>

## Help is Available

If you experience any issues with logging in or entering your time, please feel free to contact me, or Savannah Conley in payroll at [sconley@csum.edu](mailto:sconley@csum.edu) Tel: (707) 654-1021, or Michael Lam in IT at [mlam@csum.edu](mailto:mlam@csum.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