



CHRS Webinar Demo

Introducing the Time & Labor Module

February 16, 2026 | 10 – 11:30 AM





Agenda

- **CHRS Refresher**
- **Today's Modules**
 - Time & Labor
- **Demo Walkthrough**
- **Q&A**
- **Additional Resources & Information**





What Is CHRS?

CHRS = Common Human Resources System

- Upgraded version of PeopleSoft
- A unified CSU-wide system
- Modern, intuitive, and mobile-friendly
- Designed to simplify HR tasks for all employees



What's Changing For You in Time and Labor

- **Hourly staff** will now report their own time worked in Timesheet (previously entered by the Timekeeper).
- **Salaried staff** who earn overtime or shift differential will now report this time directly in Timesheet (previously entered by the Timekeeper).
- Employees will report the following leave credits directly in Timesheet:
 - Alternate Day Off (ADO)
 - Compensatory Time Off (CTO)
 - Holiday Credit (HC)
 - Holiday Compensatory Time Off (Holiday CTO)
- **Deadline: Time must be submitted and approved by the 5th calendar day of each month.**
 - Because this may fall on a weekend or holiday, employees should submit early.
 - Time should be entered daily to ensure timely review and approval.

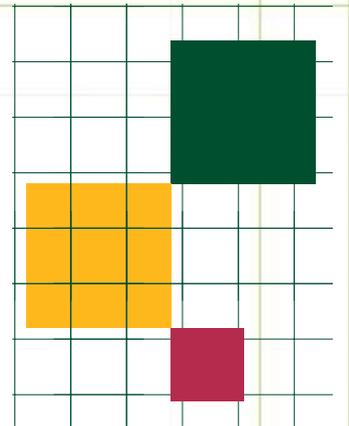


IMPORTANT NOTE

- If you work in the **Facilities Planning and Management** or the **University Police Department** units, please continue reporting your time using your department's current procedures.
- For questions, please reach out to your respective timekeepers.



Time & Labor Module





Time & Labor Overview

- What you can do in CHRS Time & Labor:
 - Employee Using Time Clock (Punch Time)
 - Reporting Time
 - Correcting Time
 - Viewing Timesheet
 - Shift Differential Information

**Please Note: This module is primarily utilized by hourly employees (staff and students) and non-exempt employees (salaried and hourly) who earn overtime or shift differential, as well as anyone eligible for CTO, ADO, HC, or HCTO. Managers, including MPPs, are also impacted due to their role in approving time in Time & Labor, making today's content relevant to nearly everyone.*

Student Employee Using Time Clock (Punch Time)



Punch Time





Enter Hourly Time (Staff)



Enter Hourly Time

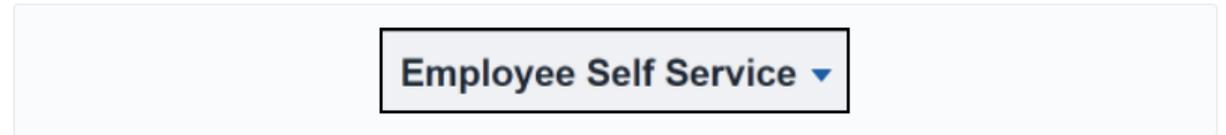


Shift Differential Information

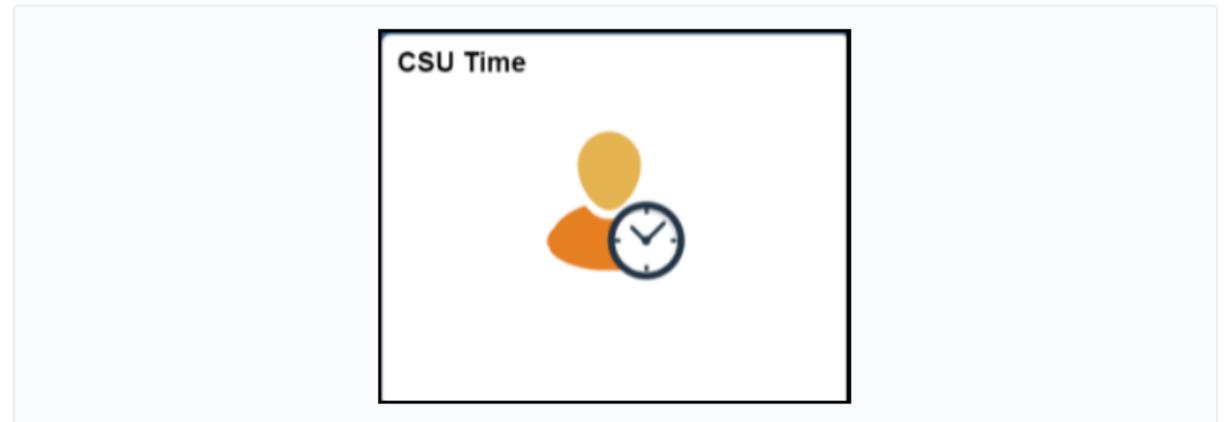
- <https://csuchrs.screenstepslive.com/a/1926940-shift-differential-information>

Enter Shift Differential on Timesheet

Step 1: Navigate to Employee Self-Service



Step 2: Click the CSU Time tile



Step 3: From CSU Time, confirm that you are on the **Enter Time** page.

- The Enter Time page is opened by default when you open **CSU Time**.
- If you are on another page, expand **Timesheet**, then click **Enter Time**.



Knowledge Check

How can you confirm that your payable time has been reported correctly?

- Review the "Enter Time" page
- Check the "View Payable Time" section
- Contact HR directly
- Wait for the payroll statement

A red square graphic with the text "QUIZ time!" in a white, bubbly, stylized font with a drop shadow effect.

**QUIZ
time!**



Knowledge Check

What can hourly employees do when recording payable time in CHRS?

Select all the answers that apply.

- Report time worked on their campus timesheet.
- Correct time entries if needed.
- Delete past timesheet entries permanently.
- View timesheet entries to ensure accuracy and tracking.

QUIZ
time!



Knowledge Check

When entering shift differential on your timesheet in CHRS, which of the following steps is required?

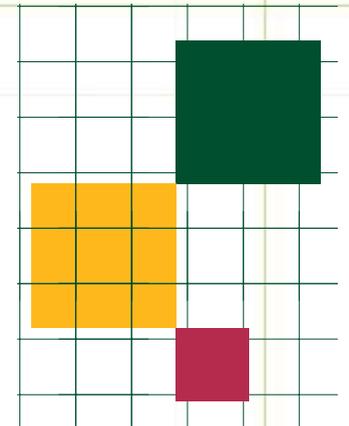
- Click the Overtime tab and enter the differential hours there.
- Select the appropriate Shift Differential Time Reporting Code (TRC) from the drop-down menu on the Enter Time page.
- Email Payroll to manually calculate your shift differential after you submit your timesheet.
- Only enter shift differential hours if you worked more than 40 hours in the week.



**QUIZ
time!**

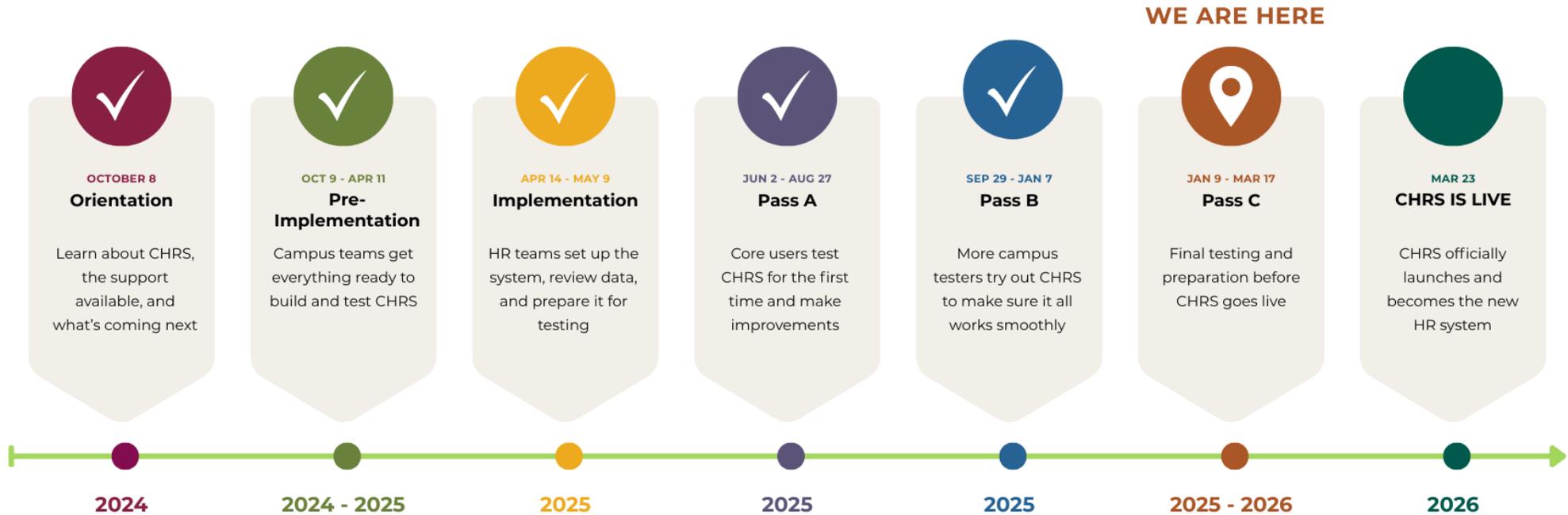


Additional Resources & Information





CHRS Roadmap





Upcoming Webinar

- Next CHRS Webinar Demo for Faculty Only is tomorrow, February 17
 - Topic: *View Your Appointment Notification*
- Next CHRS Webinar Demo for all employees is on February 23
 - Topic: *Absence Management*



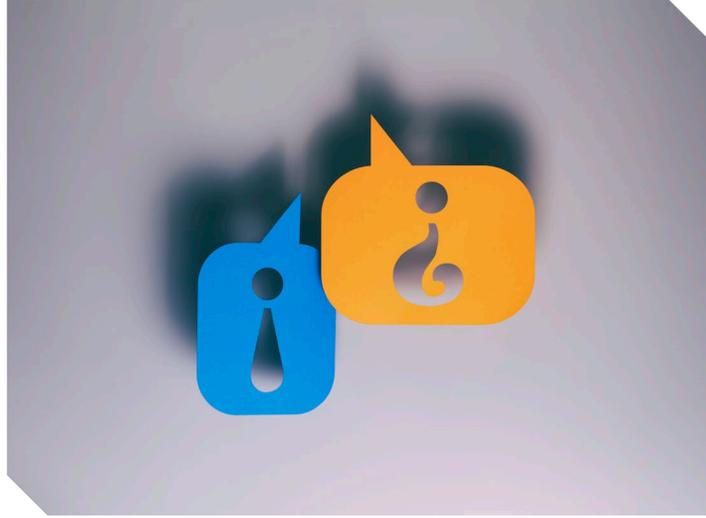


Stay Connected



CHRS Website

<https://www.cpp.edu/eoda-hr/chrs/index.shtml>



CHRS Inquiry Form

<https://app.smartsheet.com/form/b9171be6827a43ba80d926add471059be>

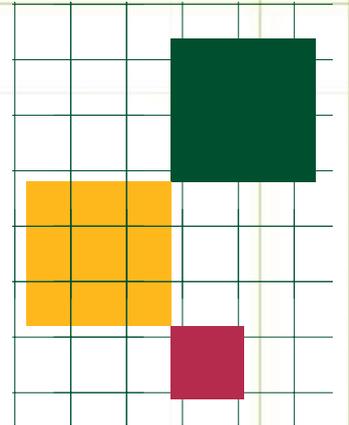


35 Days Until Launch





Q&A





Thank You