CHRS Webinar Demo

Time & Labor Module – Frequently Asked Questions (FAQs)

General Overview

Who will use the Time & Labor module in CHRS?

All staff employees, student employees, and timekeepers who are responsible for reporting or approving time will use the Time & Labor module in CHRS.

Transition Timeline

When should we stop using the current time reporting system?

Time reporting in the current system will continue through February. Beginning in March, all time entry and approvals will occur in CHRS.

When is the last day to enter February time in the old system?

Employees should enter and submit February time according to campus deadlines. After that point, time entry will transition to CHRS.

When will student employees lose access to the old system?

Student employees will follow the same transition timeline as other employees. Access to the old system will end once CHRS becomes the official system of record for time reporting.

System Access

What if an employee does not have access to a desktop computer?

CHRS is mobile accessible and can be accessed through a web browser on a mobile device. Employees without regular computer access should work with their department to ensure they can report time appropriately.

Will timekeepers and managers have access to CHRS?

Yes. Timekeepers and managers will have appropriate access in CHRS to review, enter (if applicable), and approve time.

Time Entry

How do employees enter time in CHRS?

Employees will enter time directly in the CHRS Time & Labor module using electronic timesheets.

Can timekeepers enter time on behalf of employees?

Yes. Depending on role access, designated timekeepers may enter time on behalf of employees.

Will employees still need to submit their time?

Yes. Employees are responsible for submitting their reported time for approval, even if a timekeeper assists with entry.

Approvals

Who approves employee time?

Managers or designated approvers will review and approve employee time entries within CHRS.

What happens if time is not approved by the deadline?

Time must be approved by established payroll deadlines to ensure timely and accurate pay. Employees and approvers should follow campus-specific timelines.

Corrections & Adjustments

What if a mistake is made on a timesheet?

Corrections can be made within CHRS. If payroll has already processed, additional adjustments may be required. Employees should contact their department or Payroll office for assistance.

Can prior pay period time be adjusted?

Yes, but adjustments may require additional review depending on payroll processing timelines.

Overtime & Compensatory Time

How will overtime be calculated?

Overtime will continue to be calculated according to existing CSU policies and collective bargaining agreements. CHRS will apply those rules automatically based on employee classification.

Will compensatory time still be available?

Yes. Eligible employees will continue to accrue and use compensatory time according to current policies.

Leave Reporting

How do I report vacation, sick leave, or other absences?

Employees will report leave directly within their CHRS timesheet.

Will leave balances still be available?

Yes. Employees will be able to view leave balances within CHRS.

Payroll Impact

Will CHRS change pay dates?

No. Pay schedules remain the same. CHRS replaces the system used to report and process time but does not change established pay cycles.

What happens if time is submitted late?

Late submissions may impact payroll processing. Employees should follow campus deadlines to avoid delays.

Roles & Department Responsibilities

Who should employees contact with Time & Labor questions?

Employees should first contact their department timekeeper or manager. Payroll Services is also available for support.

Will departments need to change internal processes?

Some departments may need to adjust internal workflows to align with CHRS functionality. Training and documentation will be provided to assist with the transition.

Training & Support

Will there be training available?

Yes. Training sessions, job aids, and recorded webinars will be available to support employees, managers, and timekeepers.

Will job aids or guides be provided?

Yes. Step-by-step guides and additional resources will be posted on the CHRS website.