Cal Poly Pomona

CHRS | Common Human Resources System

CHRS Webinar Demo

Personal Profile & Benefits Modules – Frequently Asked Questions (FAQs)

General Webinar Questions

Are the CHRS webinars mandatory?

No. The CHRS webinars are not required; however, they are strongly encouraged to help employees become familiar with the new system and its features.

Do I need to attend all of the webinars?

No. You may attend the sessions that are most relevant to you. Recordings and materials will be available for those who cannot attend live.

System Access & Login

Will I log into CHRS differently than I log into PeopleSoft?

No. The login process will be similar to the current system. You will use your existing credentials and follow your campus's standard authentication process.

Will there still be a shortcut link in the Employee Center?

Yes. There will be a link available in the Employee Center to access CHRS.

Employee Eligibility & Applicability

Does CHRS apply to part-time lecturers or temporary employees?

Yes. CHRS applicability is based on whether an individual is an employee in the system. If you are an active employee (including part-time lecturers and temporary employees), you will have access to CHRS features relevant to your employment.

Personal Information & Data Migration

Will my current information be transferred into CHRS?

Yes. All existing data currently stored in PeopleSoft will be migrated into CHRS.

How do I update my highest level of education?

You will be able to update your education information within CHRS. Supporting documentation may be required depending on campus processes.

Retirement

What if I am about to retire?

CHRS will go live on the designated implementation date. If you are retiring before that date, your transactions will continue to be processed in the current system. If your retirement occurs after go-live, your information will be processed in CHRS.

Employees nearing retirement should consult with benefits@cpp.edu to ensure a smooth transition.

Benefits & Tax Information

Can I update my tax withholding information in CHRS?

Yes. Employees can update tax withholding information. In some cases, this may redirect you to the Cal Employee Connect (CEC) system, depending on the type of update.

Can I make changes to my benefits in CHRS?

Yes. Eligible employees will be able to view and manage their benefits information in CHRS, including making changes during open enrollment or qualifying life events.

Will I still complete dependent verification?

Yes. Dependent verification requirements will continue to apply as they do today.

Campuses

How many campuses are included in CHRS?

CHRS supports all CSU campuses, including the Chancellor's Office. (Note: The CSU system includes 22 campuses, plus the Chancellor's Office.)