CHRS

Cal Poly Pomona

Transaction and System Pauses/Outages

Phase 1: Closing February & Beginning Pauses

Feb 28: Student Employee Deadline

Final day for Student Employees to enter their time for the February pay period.

Mar 1: March Reporting Pause

All March time reporting and absence entries are paused; users must switch to a manual tracking system as entries made between March 1–23 will not transfer to CHRS.

Mar 5: Final Time/Absence Entry/Approval & Self-Service Pause

Last day to enter and approve all February and prior time/absences in PeopleSoft; Employee Self-Service access is paused at this time.

Phase 2: Hiring Freeze & System Outage

Mar 9: Recruitment & Appointment Pause

New hires and promotions for Staff, MPPs, and Students are paused, along with temporary academic appointments and contract revisions.

Mar 17: PeopleSoft System Outage

The full PeopleSoft system outage begins officially at 3:00 PM to facilitate the final transition.

Mar 23: CHRS Live for Module Owners

The new system becomes accessible to Module Owners for essential data clean-up tasks.

Phase 3: System Go-Live & Service Resumption

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Mar 25: Campus Go-Live

CHRS is released to the general campus; most HR services and transactions resume, though some hiring remains paused.

Apr 1: March Absence Deadline

Final deadline for the entry and approval of all March absences within the new system.

Apr 5: March Payable Time Deadline

Final deadline to enter and approve payable time (including students, hourly, overtime, and shift differentials) for the March period.

Apr 6: Full Service Restoration

Staff and MPP hiring and promotions officially resume, marking the completion of the transition timeline.

NotebookLM