

Subject: CHRS is Coming
Recipients: All Employees

Dear campus community,

The CHRS project team would like to thank everyone who was able to attend the “Adjusting to CHRS” presentations. We appreciate your time and participation.

As a follow-up, here are the resources shared by the CHRS project team:

- [Meeting Recording and Summary / Notes](#)
- [Adjusting to CHRS Presentation \(PDF\)](#)
- [ADKAR Change Management eBook \(PDF\)](#)

Time reporting and approval processes in myHR will require a different timeline and process as we complete the implementation to our new system. While the responsibility for submitting and approving time remains the same, we ask employees and timekeepers to be aware of adjusted steps and timelines. Please review the key dates below.

As part of our transition to CHRS, **employees should not enter absences or time worked in myHR during the first half of March** while we complete the migration and prepare to go live in CHRS on **March 23, 2026**. Any absences and hours worked entered in myHR before March 23 will not transfer into CHRS and will need to be reentered when we go live with CHRS.

March Pay Period (March 1-31)

- Reporting absences and hours worked for the March pay period will be paused **until March 24**.
- To help you keep an accurate record during the March pay period, we are sharing a **fillable Time & Absence Tracking Form** that you can use to track:
 - time worked (if hourly), and/or
 - absences taken (vacation, sick, etc.)

Tracking form (fillable PDF): [Absence And Additional Time Worked Report](#)

Please note: This document is **for tracking only** so you can enter your time/absences into **CHRS after go-live (3/24)**. **Do not submit this document to Payroll**. It will not be accepted or processed as a timesheet.

- **On March 24**, after CHRS go-live, enter March absences and hours (no later than **March 31**). Please wait for the official go-live announcement before submitting.
- **April 2** is the time and absence approval deadline for managers and timekeepers for the March pay period.

Please review our guides for assistance with entering time and approval in CHRS

- [Timekeepers and Managers](#)
- [Absence and time entries for all employees](#)

Details about future in-person and virtual training sessions will be shared in the coming days.

Thank you for your continued partnership as we move toward go-live. If you have questions, please contact chrs@csub.edu.

This message is sent on behalf of the CSUB CHRS Project Team.

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