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Post Go-Live CHRS Update

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Sent on behalf of: CSUSM CHRS Team

Hello Campus Partners,

We are officially two weeks post-CHRS Go-Live!

We hope you're beginning to experience the benefits of the new system and the enhancements designed to improve your day-to-day processes. We want to take this opportunity to thank you for your patience as we navigate this transition and to provide a few important updates:

1. **Campus Employees Now Have Two ID Numbers:**

   - Employee (CHRS) ID – This is a new, unique identifier used across all 22 CSUs. Use this ID for employment and HR actions.
   - Campus Solutions ID – This is the former campus ID number, which will continue to be used for non-employment actions.

2. **ESPs Are Back!**

   Please submit ESPs using the employee's Campus Solutions ID.

3. **NEW – Onboarding Portal for New Staff and MPP Hires**

   After accepting their offer in PageUp, new hires will now be directed to an Onboarding Portal within PageUp. This centralized, user-friendly platform replaces many of the individual

communications previously sent by our team and provides easy access to key information, including policies, required paperwork, and important onboarding resources and reminders.

4. **EPANs Are Still a Work in Progress**

   - EPANs are **no longer required** for Staff & MPP hires that utilize PageUp (i.e., new hires, promotions, or reassignments through a recruitment process).
   - EPANs will continue to be used for hiring hourly employees, such as casual workers and students, as well as for non-recruitment salary and employment actions affecting existing employees.
   - We will share an update when EPAN submissions resume.

5. **Upcoming CHRS Downtime**

   CHRS will be temporarily unavailable May 6-10, as sibling Wave 4B campuses move CHRS to Production.

Thank you again for your patience and support as we continue improving CHRS to better serve you!

CSUSM CHRS Team
chrs@csusm.edu