From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Preparation for CHRS Timeline
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Attachments: ATT00001.txt



Preparation for CHRS Timeline

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Sent on behalf of: Common Human Resources System Implementation Team

Dear PCBO Colleagues,

As we prepare for our transition to CHRS, going live on **March 25,** please review the important transaction and system pause dates below.

To support implementation of the new HR system, transaction and system pauses will take place from March 9 through March 24.

What You Need To Know

February 27, 2026	Last day for creation of NEW positions in PeopleSoft. Changes to existing positions may continue through 3/9/26.
February 28-March 2, 2026 **Time Reporting Deadlines**	February Time Reporting and Absences Deadlines: Feb 28 – entries due Mar 2 – approvals due March 1, 2026 Pause March Time Reporting and Absence Entry: Use manual tracking for tracking for hourly employees (including Student Assistants)
March 9, 2026 **Final Start Date**	Final Start Date for all employee actions

	Last day for ePAN submission. Last day to submit new requisitions/job cards in PageUp recruiting system. IMPORTANT NOTE: All requisitions submitted on or before 3/9/26 may continue through the recruitment process during the "pause" period. Positions can be posted, applications received and reviewed, and verbal or written offers extended outside the system in collaboration with HR and Faculty Affairs.
March 9-24, 2026 PeopleSoft HR	PeopleSoft HR Offline; employees unable to log in to My HR Resources in PeopleSoft.
March 22, 2026 Campus Solutions	Campus Solutions offline beginning early morning and back online by noon.
Mar 25, 2026 CHRS Go Live	All HR Services and Transactions Resume

For additional questions, please contact **chrs@csusm.edu.**

Please also join us for an employee Zoom session on March 3, 2026, from 1:30 – 3:00 PM.

Topic: Adjusting to CHRS
Join Zoom Meeting
https://calstate.zoom.us/j/87237479380

Meeting ID: 872 3747 9380

Thank you for your time and effort in preparing for this important transition!

CHRS Implementation Team