

Preparation for CHRS Implementation

Pause Nov 7, 2023 - Nov 9, 2023

Nov 13, 2023 Oct 31, 2023 Nov 1, 2023 Nov 2, 2023 Nov 6, 2023 Nov 7, 2023 **All HR Services** MANAGER'S APPROVAL OF **CHRS RECRUITING & All HR Services EMPLOYEE SUBMISSION COMPENSATION SERVICES ABSENCES & TIME SHEETS Activities Begin Pause Activites Resumed ACADEMIC APPOINTMENTS OF ABSENCE & TIME** Final start date for Managers must approve **All Compensation Services Employees must complete** Faculty employee's actions must have final Absence requests Staff approval in CCAR by the Absence requests • "No leave taken" (NLT) Provost, Vice President, or Students • "No leave taken" (NLT) CMS timesheet submissions delegate. MPP new hires CMS timesheet submissions Promotions *Including Student Employees *Including Student Employees CHRS Recruiting processed appointments **POSITION MANAGEMENT BENEFITS** • All academic appointments • Last day for employees to All approve actions must be submit life event changes. submitted. Last day for new hires to request benefits. **Benefits effective date will be Nov 1, 2023

Common Human Resources System

Prepared: September 2023