

Dear CSUSB Campus Community,

The CSU Common Human Resource System (CHRS) is now live and ready to use! CHRS delivers valuable employee services and gives you instant access to view and update certain benefit, payroll, and employment related information. With the expansion of employee self-service, our system places HR information at your fingertips. These enhanced actions will be accessed through the same, convenient myCoyote portal you use today.

For more information, please refer to the following:

- Access: [myCoyote portal](#) - instead of PeopleSoft HR, access via a new CHRS tile
- Information: [CHRS webpage](#) with relevant access to CHRS information
- Training: [CHRS Knowledge Base](#) - A variety of self-paced videos and job aides are available for you
- Support: Open lab sessions are scheduled for this week to assist in completed absence and time reporting for March

As the system constitutes a change in various processes, rest assured we will continue to work with all areas to provide training and ongoing support.

Thank you to everyone for making CHRS a reality for CSUSB. We are proud of the hard work and dedication it took from our HR, Faculty Affairs, and ITS teams, as well as many others across campus, to make this a reality for us. Their relentless effort elevates HR business processes and, by doing so, supports our mission of transforming the lives of students.

We encourage you to try the new features, stay in communication, and ask questions.

If you have any questions please contact [CHRSproject@csusb.edu](mailto:CHRSproject@csusb.edu).

Sincerely,

**Tomás D. Morales**  
President