

Date: February 1, 2011

Code: HR 2011-01

To: CSU Presidents

From: Gail E. Brooks   
Vice Chancellor  
Human Resources

Subject: HR Standardization Project

Overview

**Audience:** Human Resources Directors and/or HR Professionals, Academic Personnel Managers and Staff, Payroll Managers and/or Payroll designees involved with PIMS and Oracle/PeopleSoft employment history database processing.

**Action Items:** None

**Affected Employee Groups/Units:** Individuals responsible for processing and maintaining employment history databases in PIMS and Oracle/PeopleSoft.

Summary

This HR Letter re-introduces and formally requests campus participation in the HR Standardization Project. The purpose of the project is to establish systemwide consistency and uniformity in HR databases and related business processes and programs in support of two major HR initiatives.

I am writing to re-introduce and formally request campus participation in the HR Standardization Project. The HR Standardization Project is consistent with our strategic goal "to foster an environment of continuous human resources improvement," and supports the CSU's Synergy Project, an effort to reduce costs and improve efficiencies across the CSU.

The HR Standardization Project is an effort to establish systemwide consistency and uniformity in HR databases and related business processes and programs. HR standardization efforts initially began in 2007 in response to the State Controller's Office (SCO) 21<sup>st</sup> Century Project known as MyCalPAYS<sup>1</sup>. At present, HR standardization efforts are required for two major HR initiatives: continuation of the MyCalPAYS project and the implementation of a single HR database in Oracle/PeopleSoft, known as the Common Human Resources System (CHRS) project.

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<sup>1</sup> A collaborative statewide effort that will replace the State of California's human resources and payroll legacy systems.

**Distribution:**

Chancellor  
Executive Vice Chancellor and CAO  
Executive Vice Chancellor and CFO  
All Campus Vice Presidents

AVPs/Deans of Faculty  
Human Resources Directors  
Academic Personnel Managers  
Payroll Managers

The MyCalPAYS project is re-scheduled to begin for the CSU during 2013 and the related CHRS database project is scheduled to be completed by December 2013. In order to meet these deadlines, Systemwide HR will need campus participation in a variety of activities, including committees comprised of subject matter experts covering a wide range of relevant topics. It is anticipated that campus involvement will be significant, through survey participation, implementing database clean-up requirements, applying business process changes or numerous other required actions. Your support and participation are critical to the success of this project.

Detailed information pertinent to specific tasks, actions and timelines, including contact information for respective tasks and actions, will be addressed via future Technical Letter communications. Questions may be directed to Human Resources Management at (562) 951-4411. This HR memorandum is also available on the Human Resources Management's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>. Thank you.

GEB/dth