Date: February 1, 2011

To: CSU Presidents

From: Gail E. Brooks  
Vice Chancellor  
Human Resources

Subject: HR Standardization Project

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. The project’s initial efforts began in 2007 in response to the State Controller’s Office (SCO) 21st Century Project known as MyCalPAYS1. 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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1 A collaborative statewide effort that will replace the State of California’s human resources and payroll legacy systems.
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](http://www.calstate.edu/HRAdm/memos.shtml). Thank you.

GEB/dth