

Dear Cal Maritime Colleagues:

As stated in previous communications, Human Resources is engaged in a major system upgrade of our PeopleSoft database. Our Move-to-Production timeframe is fast approaching. Following is an update.

In just a few short days our PeopleSoft HR system will be taken down as we transition to our new HR system, CHRS. During this transition period, PeopleSoft HR will be unavailable to campus users beginning close of business on 11/3/2023 thru 11/16/2023.

- All October time sheets and absences were due on 10/31/2023. Thank you to everyone for reporting your time sheets and absences by the deadline.
- \_\_\_\_\_ must be completed by 11/3/2023. Payroll must complete all processing before our system is taken down. We don't want anyone to experience a delay in getting paid so please