



EMPLOYEE TIME TRACKING FORM – CHRS CONVERSION PERIOD

TEMPORARY USE ONLY

PAY PERIOD: MARCH 1 – MARCH 31

IMPORTANT – MARCH PAY PERIOD INSTRUCTIONS

- DO NOT enter time into PeopleSoft/CHRS from March 1 to March 9.
- System Down from March 9 to March 24.
- Track all hours worked on this timesheet.
- Once CHRS goes live on March 25, enter all recorded hours (March 1–March 24) into the system.
- Enter March 25–March 31 hours directly into CHRS after Go Live.
- March 31 is a Holiday.

EMPLOYEE INFORMATION

Employee ID:	Record #	Employee Name (First, M.I., Last):
Dept ID: (4 digits)	Department Name:	Job Code: (4 digits)

Day #	Date	Day of Week	Hours Worked	System Note
1	March 1	Sunday		Do NOT enter in system
2	March 2	Monday		Do NOT enter in system
3	March 3	Tuesday		Do NOT enter in system
4	March 4	Wednesday		Do NOT enter in system
5	March 5	Thursday		Do NOT enter in system
6	March 6	Friday		Do NOT enter in system
7	March 7	Saturday		Do NOT enter in system



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Day #	Date	Day of Week	Hours Worked	System Note
8	March 8	Sunday		Do NOT enter in system
9	March 9	Monday		SYSTEM DOWN
10	March 10	Tuesday		SYSTEM DOWN
11	March 11	Wednesday		SYSTEM DOWN
12	March 12	Thursday		SYSTEM DOWN
13	March 13	Friday		SYSTEM DOWN
14	March 14	Saturday		SYSTEM DOWN
15	March 15	Sunday		SYSTEM DOWN
16	March 16	Monday		SYSTEM DOWN
17	March 17	Tuesday		SYSTEM DOWN
18	March 18	Wednesday		SYSTEM DOWN
19	March 19	Thursday		SYSTEM DOWN
20	March 20	Friday		SYSTEM DOWN
21	March 21	Saturday		SYSTEM DOWN
22	March 22	Sunday		SYSTEM DOWN
23	March 23	Monday		SYSTEM DOWN
24	March 24	Tuesday		SYSTEM DOWN
25	March 25	Wednesday		CHRS GO LIVE
26	March 26	Thursday		Enter in CHRS
27	March 27	Friday		Enter in CHRS
28	March 28	Saturday		Enter in CHRS
29	March 29	Sunday		Enter in CHRS
30	March 30	Monday		Enter in CHRS
31	March 31	Tuesday		Holiday