

ATTENDANCE CLERKS Quick Links

This document provides quick access to CHRS training materials for individuals that perform Attendance Clerk responsibilities. This includes Student Payroll Attendance Clerks and Master Payroll Attendance Clerks. Please also refer to the “Staff/MPP” quick links guide for information related to employee self-service functions. If you are staff in an academic department, please also refer to the “Academic AAS/ASC/ASA” quick links document.

Workforce Administration

Video	Learn how to Navigate in CHRS
Job Aid	Learn how to Find Employees with CSU ID Search
Process Guide	Learn how to Transactional Front End (TFE) Reports To Updates on Positions
Additional	Learn about Position Mgmt and Funding on the <u>UBO Position Mgmt</u> webpage

Absence & Time Management

Hourly/Intermittent & Hourly Student Employee Time

Process Flow	View the <u>Review Schedule Process Flow</u>
Process Flow	View the <u>Time Entry, Approvals, Exceptions Process Flow</u>
Job Aid	Learn how to <u>Review Employee Time</u>
Job Aid	Learn how to <u>Update Employee Time</u>
	<ul style="list-style-type: none"> Timekeepers can only update time that has not been approved. To update time entered, click the minus button to delete the time(s), click submit and then re-enter the in/out time(s) and click submit.
Job Aid	Learn how to <u>Review and Approve (or Deny) Your Hourly/Int Staff and Student Employee Time</u> <ul style="list-style-type: none"> When approving student employee time, be mindful to only approve your students (you will see all students in a Dynamic Group). <ul style="list-style-type: none"> Filter your search results by using search criteria. Make sure you use an appropriate date range (using Chico State Employee Calendar for pay period dates). When denying time, be sure to communicate with the employee. There are no automatic notifications generated by the system. Do not use ‘Pushback’. Managers should view and allow exceptions that are created with time entry. BPG-Manager Manage Exceptions
Job Aid	Learn how to <u>Enter Time for your Hourly/Int Staff and Student Employee</u> <ul style="list-style-type: none"> If manager or timekeeper enters time for an employee, the manager will still have to navigate to Payable Time approval page to approve that time.
Job Aid	View the <u>Time Reporter Codes (TRCs)</u>
Job Aid	Review the <u>Partial Hours Conversion Chart</u>
Job Aid	Learn how to <u>View Work Study Balance</u>

Main Payroll

Job Aid	Learn how to <u>Search Employee Job Data</u>
eLearning	Learn how to <u>Complete Timekeeper Time & Labor and Absence Management Specific Tasks</u>
Job Aid	Learn how to <u>View Absence Balance Inquiry</u>
Process Flow	View the <u>Absence Request Process Flow</u>
Job Aid	Learn how <u>Timekeeper Maintain Absences</u>
Job Aid	Learn how to <u>Timekeeper Absence Review</u>
Job Aid	Learn how to <u>Request partial day off (part time and non-exempt employees)</u>
Job Aid	Review the <u>Partial Hours Conversion Chart</u>
Job Aid	Learn how to <u>Review Employee Time</u>
Job Aid	Learn how <u>Timekeeper - Enter Time for hourly/intermittent employees</u>