

## Faculty/TA Quick Links

This document provides quick access to CHRS training materials for Faculty and Teaching Associate employees. If you are a dean, department chair or timekeeper, please refer to the “Manager” and/or “Timekeeper” quick links documents.

### CHRS Introduction

Video Learn how to [Navigate in CHRS](#)

### Temporary Academic Employment

Job Aid Learn how to [View and Acknowledge Your Appointment Notification](#)

### Absence & Time Management

- Job Aid Learn how to [Request and Enter Absences](#)
  - If you need to enter multiple requests, you will have to navigate out of the page and then back into the page.
  - You will receive an email once your Reports-To has approved or denied your request.
  - Part-time employees must report [Partial Hours](#). Please work with your department coordinator to determine the appropriate number of hours to report.
- Job Aid Learn how to [Request Partial Days Off](#)
- Job Aid Learn how to [View Your Absence Requests](#)
- Job Aid Learn how to [Cancel Your Absence Requests](#)
- Job Aid Learn how to [Resubmit a Canceled Absence](#)
- Job Aid Learn how to [View Your Absence Balances](#)

### Personal Details

- Job Aid Learn how to Manage Your CSU Personal Details
  - Update Personal Contact Details including phone number and email address.
- Job Aid Learn how to Add or [Update Your Emergency Contacts](#)
- Job Aid Learn how to [Update Your Address Information](#)
- Job Aid Learn how to [Update Your Veteran Status](#)
- Job Aid Learn how to [Update Your Disability Status](#)
- Job Aid Learn how to [Update Your Final Paycheck Designee](#)
- Job Aid Learn how to [Add or Updated Your Preferred Name](#)
- Job Aid Learn how to [Update Your Ethnicity](#)

### Benefits

- CSU Learn [CHRS Benefits in Employee Self-Service](#)
- Video [New Hire Benefits Enrollment](#)
- Job Aid Learn how to complete [New Hire Benefit Enrollment](#)
- Job Aid Learn how to [Print Benefits Confirmation Statements](#)
- Job Aid Learn how to [View Your Benefits Summary](#)
- Job Aid Learn how to [Print Dependent Verification Forms](#)
- Job Aid Learn how to [Choose a Life Event](#)
- Job Aid Learn how to [Enroll in a Flexible Spending Account](#) (HRCA or DCRA)
- CHRS Knowledge Complete [Benefits Self-Service Guides](#)