

FACULTY/GAs/TAs Quick Links

This document provides quick access to CHRS training materials for Faculty, Graduate Assistant, and Teaching Associate employees. If you are also a manager, lead, or supervisor, please also refer to the “Manager/Lead” quick links document.

CHRS Introduction

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

Temporary Academic Employment

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

Absence & Time Management

Please note: Academic Year faculty will start entering their absence information in CHRS starting the beginning of fall 2025.

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.
- After you submit your request your Reports-To will be able to approve or deny your request. You will receive an email when completed.
- If you are less than Full Time (1.0 FTE), refer to the [Request Partial Days Off](#) job aid. Work with your College Office to determine the appropriate number of hours per day to report.

Job Aid [Learn how to Submit No Leave Taken \(NLT\) \(for 12-Month faculty only\)](#)

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 Navigate to Your Contact 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 Update Your Affirmed Name \(aka Preferred Name\)](#)

Job Aid [Learn how to Update Your Ethnicity](#)

Benefits (for benefits eligible faculty)

CSU Learn [CHRS Benefits in Employee Self Service](#)

Video [Learn how to Enroll in New Hire Benefits](#)

Job Aid [Learn how to Enroll in New Hire Benefits](#)

Job Aid [Learn how to Print Employee Benefits Confirmation Statements](#)

Job Aid [Learn how to View Your Benefits Summary](#)

Job Aid [Learn how to Print Dependent Verification Forms](#)

Job Aid [Review the job aid on how to Choose a Life Event](#)

Job Aid [Review the job aid on how to Enter a Life Event](#)