ROLE-BASED ADMINISTRATIVE USERS

MANAGER/LEAD *Quick Links*

This document provides quick access to CHRS training materials for individuals that perform Manager/Lead responsibilities. Please also refer to the "Staff/MPP" quick links guide for information related to employee self-service functions.

CHRS Introduction

Video	Learn how to Navigate in CHRS
Job Aid	Learn how to Find Employees with CSU ID Search

Absence & Time Management

eLearning	Learn how to Complete Time & Labor and Absence Management Specific Tasks
Job Aid	Learn how to Approve your Teams' Absences
Job Aid	Learn how to Approve Your Teams' No Leave Taken (NLT)
Job Aid	Learn how to Approve a Canceled Absence
Job Aid	Learn how to View your Teams' Absence Balances
Job Aid	Learn how to View your Teams' Absence Requests
Job Aid	Learn how to Request Absence for an Employee
Job Aid	Learn how to Enter NLT on Behalf of Employee
Job Aid	Learn how to Review and Approve Your Teams' Compensatory Time Off (CTO)

- Time Reporting Code = CTO
- CTO usage (taken) is the only entry completed by employees. At this time, Chico will not be using CTO earned functionality and Overtime forms must still be completed and submitted to Payroll.

Process Flow	View the Absence Request Process Flow

Hourly/Intermittent & Hourly Student Employee Time

Job Aid	Learn how to Review and Approve (or Deny) Your Hourly/Int Staff and Student Employee Time

- When approving student employee time, be mindful to only approve your students (you will see all students in a Dynamic Group).
  - 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 Enter Time for your Hourly/Int Staff and Student Employee

- 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 Time Reporter Codes (TRCs)
Process Flow	View the Time Entry, Approvals, Exceptions Process Flow

Temporary Academic Employment

Website	FAAF TAE Resources page
Job Aid	Learn how to Approve TAE Appointments

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Need Help? Start with the CHRS Contact List