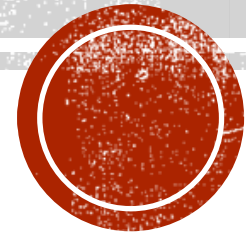


CHRS

Common Human Resources System

**MANAGER SELF-SERVICE
TILE OR SYSTEM NAV**



MANAGER SELF-SERVICE FOR ABSENCE APPROVERS

CSU The California State University | Menu Search in Menu

Manager Self Service > 1 of 2

CSU Absence TimeKeeper Revi...
Approvals 0
Team Time 1 Exceptions
CSU Approve/Request NLT
CSU Create & Maintain Absences

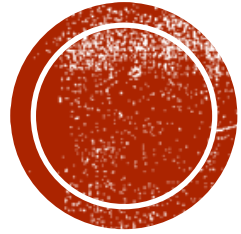
Tiles not used by East Bay:

- Approvals
- CSU Approve/Request NLT

**Only Management Personnel and Department Chairs can be Absence Approvers*

**Dashboard Landing page varies based on administrative role assignments.*





ABSENCE MANAGER TEAM TIME TILE



Absence Managers use the Team Time tile to Request, View, Cancel an Absence and Obtain Absence Balance Details

Request Absence

Team Time

Payable Time

Request Absence A

CSU Work Study Balance

Cancel Absences

View Requests

Manage Exceptions

Manager Balance Inquiry

Request Absence

Search Options

Search your Employees




As Of 05/02/2026

Search

Select Employees

3 rows

Continue

<input type="checkbox"/>	Name / Title / ID - Record	Directs / Total	Reports To / FLSA Status	Department
<input type="checkbox"/>	Administrator II 100200800 - 0	 11/11		Cashiers and Student Finance - 13752
<input type="checkbox"/>	Administrator II 100209868 - 0	 2/2		Procurement Services - 13850
<input type="checkbox"/>	Administrator II 100213980 - 0	 8/15		General Accounting - 13753

A: Used by Managers to Request an Absence on behalf of their employee(s)

* Use the Search Options to Search by Employee or As of Date

Use the Person Icon  to access your indirect reports



Cancel Absences

← | 🕒 | ❤️ 🔍 Search in Menu

Team Time

- 🕒 Payable Time
- 📅 Request Absence
- 📄 CSU Work Study Balance
- 📄 Cancel Absences B**
- 📄 View Requests
- 🕒 Manage Exceptions
- 📄 Manager Balance Inquiry

Cancel Absences




📄 Search Options

Search your Employees

As Of 📅

Select Employees 3 rows

↑↓

<input type="checkbox"/>	Name / Title / ID - Record	Directs / Total	Reports To / FLSA Status	Department
<input type="checkbox"/>	Administrator II 100200800 - 0	 11/11	Exempt	Cashiers and Student Finance - 13752
<input type="checkbox"/>	Administrator II 100209868 - 0	 2/2	Exempt	Procurement Services - 13850
<input type="checkbox"/>	Administrator II 100213980 - 0	 8/15	Exempt	General Accounting - 13753

B: Used by Managers to Cancel an Absence Request on behalf of their direct and indirect employees.


- *Use the Search Options to Search by Employee or As of Date*

Use the Person Icon  to access your indirect reports




View Requests



Team Time


 Payable Time


 Request Absence

 CSU Work Study Balance

 Cancel Absences

 View Requests 

 Manage Exceptions

 Manager Balance Inquiry

View Requests





Search your Employees

As Of 

Select Employees

11 rows

<input type="checkbox"/>	Name / Title / ID - Record	Directs / Total	Reports To / FLSA Status	Department
<input type="checkbox"/>	Administrator II 100200020 - 0	 10/10	Exempt	Payroll - 13800
<input type="checkbox"/>	Administrator I 100200971 - 0		Exempt	Human Resources - 14350
<input type="checkbox"/>	Cnfdntl Admin Support 12 Mo 100202154 - 0	 1/1	Exempt	Human Resources - 14350
<input type="checkbox"/>	Administrator II 100209974 - 0		Exempt	Human Resources - 14350

C: Used by Managers to Review Details Related to an Absence Request including the Request History and Approval Chain.

** Use the Search Options to Search by Employee or As of Date*

Use the Person Icon  to access your indirect reports



Manager Balance Inquiry

← | 🕒 | ❤️ | 🔍 Search in Menu | 🏠 | ⋮ | 🗑️

Team Time

- 🕒 Payable Time
- 📅 Request Absence
- 📄 CSU Work Study Balance
- 🗑️ Cancel Absences
- 📄 View Requests
- 🚫 Manage Exceptions
- 📄 Manager Balance Inquiry D**

Manager Balance Inquiry

Employee Selection Criteria

As Of Date: 📅

Filters

Bus Unit: 🔍 Dept ID: 🔍 Union Code: 🔍

Employee: 🔍 Pay Group: 🔍 Eligibility Group: 🔍

Job Code: 🔍 Unit: 🔍 Reports To: 🔍

Select	Name	Empl ID	Job	Empl Status	HR Status	Position	Job Code	Job Title	Dept ID	Department
<input type="checkbox"/>	<input type="checkbox"/>	100200020	0	Active	Active	10075252	3312	Administrator II	13800	Payroll
<input type="checkbox"/>	<input type="checkbox"/>	100200971	0	Active	Active	10077085	3318	Administrator I	14350	Human Resources
<input type="checkbox"/>	<input type="checkbox"/>	100209974	0	Active	Active	10077129	3312	Administrator II	14350	Human Resources
<input type="checkbox"/>	<input type="checkbox"/>	100200312	0	Active	Active	10079423	1173	Cnfdntl Tech Support 12 Mo	14350	Human Resources
<input type="checkbox"/>	<input type="checkbox"/>	100209973	0	Active	Active	10077196	3312	Administrator II	14350	Human Resources

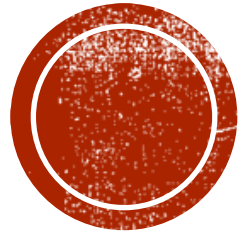
🔍 | 📄 | 🔍 | < | > | 1-11 of 11 | > | >> | View All

D: Used by Managers to obtain a Summary of Absence Balances , Earning, Takes and Adjustments for direct and indirect employees.

**Use filters to narrow down results*

Use the Plus Icon to access your indirect reports





MANAGER - APPROVE ABSENCE REQUESTS

Use the Multiple Absence Request page to Review and Approve/Decline Submitted and Canceled Absence Requests

Approve Absence Requests

Navbar > Menu > Manager Self Service > Time Management > Multiple Absence Requests

Multiple Absence Requests

Search

Work Flow Status: My Pending

From Date: 02/01/2026 Through Date: 07/31/2026

Business Unit

Search

Cancel Absence Requests

Absence Requests

1-4 of 4 | View All

Select	*Employee ID	Name	Job Title	*Begin Date:	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Entry Source	Status
<input type="checkbox"/>	100200312	[Redacted]	Cnfdntl Tech Support 12 Mo	03/02/2026	03/02/2026	Sick Leave	Family Care	8 Hours	View	638.50 Hours	Employee Absence Request	Submitted
<input type="checkbox"/>	100204758	[Redacted]	Administrator II	03/18/2026	03/19/2026	Sick Leave	Family Care	16 Hours	View	659.00 Hours	Employee Absence Request	Submitted
<input type="checkbox"/>	100200020	[Redacted]	Administrator II	04/03/2026	04/06/2026	Vacation		16 Hours	View	488.00 Hours	Employee Absence Request	Submitted
<input type="checkbox"/>	100200020	[Redacted]	Administrator II	04/13/2026	04/14/2026	Sick Leave	Sick Personal	16 Hours	View	1190.00 Hours	Administrat or Absence Event	Submitted

Select All Deselect All

Approver Comments

Approve Deny Push Back Forecast

**Use the Search Options to filter results*

- Click the Cancel Absence Request hyperlink to review Canceled Requests*



MANAGER SELF-SERVICE FOR ABSENCE TIMEKEEPERS

CSU The California State University | Menu Search in Menu

Manager Self Service > 1 of 2

CSU Absence TimeKeeper Revi...
Approvals 0
Team Time
1 Exceptions
CSU Approve/Request NLT
CSU Create & Maintain Absences

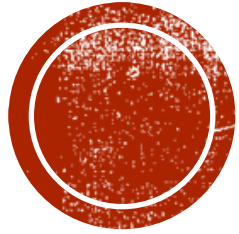
Tiles not used by East Bay:

- Approvals
- CSU Approve/Request NLT

**Only Management Personnel and Department Chairs can be Absence Approvers*

**Dashboard Landing page varies based on administrative role assignments.*





CSU ABSENCE TIMEKEEPER REVIEW TILE



Used to conduct the initial review of reported leave

CSU Absence Timekeeper Review

The CSU Absence Timekeepers Review page is used by Timekeepers who have oversight of Reviewing Absences for accuracy prior Managerial Approval

CSU Absence TimeKeeper Review [New Window](#) | [Help](#) | [Personalize Page](#)

Empl ID
 Approver EMPLID
 HR Status
 Department

Last Name
 First Name
 Include Approved Absences:
 Department

*From Date
 Thru Date

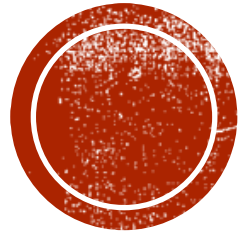
	Last Name	First Name	Empl ID	Empl Rcd	Job Code	Job Code Description	Dept ID	Department Name	HR Status	Absence Type	Absence Reason	WF Status	Begin Date	End Date	Hours	Review Status	Apvd	Approver EMPLID	Approver Name	Bus Unit
1			100205082	0	3318	Administrator I	15100	Parking and Alt Transp Service	Active	Vacation		Submitted	04/01/2026	04/01/2026	8.00	<input type="button" value="v"/>	<input type="checkbox"/>	100202182		HW001
2			100200312	0	1173	Cnfdntl Tech Support 12 Mo	14350	Human Resources	Active	Vacation		Cancelled	05/01/2026	05/01/2026	8.00		<input type="checkbox"/>	100021483		HW001
3			100200312	0	1173	Cnfdntl Tech Support 12 Mo	14350	Human Resources	Active	Sick Leave	Family Care	Cancelled	05/01/2026	05/01/2026	8.00		<input type="checkbox"/>	100021483		HW001
4			100200312	0	1173	Cnfdntl Tech Support 12 Mo	14350	Human Resources	Active	Personal Holiday		Cancelled	05/05/2026	05/05/2026	8.00		<input type="checkbox"/>	100021483		HW001
5			100200020	0	3312	Administrator II	13800	Payroll	Active	Vacation		Submitted	04/03/2026	04/06/2026	16.00	<input type="button" value="v"/>	<input type="checkbox"/>	100021483		HW001
6			100200020	0	3312	Administrator II	13800	Payroll	Active	Sick Leave	Sick Personal	Submitted	04/13/2026	04/14/2026	16.00	<input type="button" value="v"/>	<input type="checkbox"/>	100021483		HW001

** From Date and Thru Dates default to 30 days prior and after current date*

**Use filters to narrow down results*



ABSENCE TIMEKEEPER CREATE AND MAINTAIN ABSENCES TILE



The CSU Create & Maintain Absences Tile allows Timekeepers to Manage and Submit Absence Requests

CSU Create & Maintain Absences

**Use filters to narrow down or expand search results*

CSU Create & Maintain Absences

Create and Maintain Absences **A**

Create and Maintain Absence Requests

Search

Work Flow Status

From Date 02/01/2026

Through Date 07/31/2026

Employee ID

Absence Name

Approver Operator ID

Department 14350 Human Resources

Pay Group

HR Status Active

From Employee ID

From Last Name

Employee Record 0

Business Unit

Through Employee ID

Through Last Name

Action Date

Action	From Date	Through Date
Submitted	<input type="text"/>	<input type="text"/>
Approved	<input type="text"/>	<input type="text"/>
Pushed Back	<input type="text"/>	<input type="text"/>
Denied	<input type="text"/>	<input type="text"/>
Canceled	<input type="text"/>	<input type="text"/>
Voided	<input type="text"/>	<input type="text"/>

Search Clear Search Save Search

A: Timekeepers use the Manage and Submit one or multiple Absence Requests



Data Entry Tip:

Absence Timekeepers should navigate Job Data to obtain the Employee ID to assist with Data Entry

NavBar > Menu > Workforce Administration > Job Information > Job Data

Empl ID	Name	Department SetID	Department†	Department Description	HR Status	Job Code SetID	Job Code
100205807							
100122337		HW001	10050	University Advancement	Active	CSUID	3312
100214066		HW001	10050	University Advancement	Active	CSUID	3300
100213875		HW001	16000	Advancement Services	Active	CSUID	3318
100213875		HW001	16000	Advancement Services	Active	CSUID	0414
100217420		HW001	16000	Advancement Services	Active	CSUID	1868
100217420		HW001	16000	Advancement Services	Active	CSUID	3312
100217420		HW001	16000	Advancement Services	Active	CSUID	1868
100205940		HW001	16000	Advancement Services	Active	CSUID	1038

Absence Requests

Select	*Employee ID	Name	Empl Record	Job Title	*Begin Date:	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Original Begin Date	Entry Source	Status	Cancel Reason
<input type="checkbox"/>	100200020		0	Administrator II	04/13/2026	04/14/2026	Sick Leave	Sick Persc	16 Hours	View/Add	1190.00 Hours	04/13/2026	Administrato for Absence Event	Submitted	
<input type="checkbox"/>	100200020		0	Administrator II	04/03/2026	04/06/2026	Vacation		16 Hours	View/Add	488.00 Hours	04/03/2026	Employee Absence Request	Submitted	
<input type="checkbox"/>	100200253		0	Admin Analyst/ Spclst 12 Mo	03/04/2026	03/05/2026	Jury Duty		16 Hours	View/Add	Not Available	03/04/2026	Employee Absence Request	Submitted	
<input type="checkbox"/>	100200311		0	Systems Administrator IV	03/24/2026	03/24/2026	Vacation	Vacation	8 Hours	View/Add	412.00 Hours	03/24/2026	Administra tor Absence Event	Submitted	
<input type="checkbox"/>	100200312		0	Cnfdntl Tech Support 12 Mo	03/02/2026	03/02/2026	Sick Leave	Family Ca	8 Hours	View/Add	638.50 Hours	03/02/2026	Employee Absence Request	Submitted	

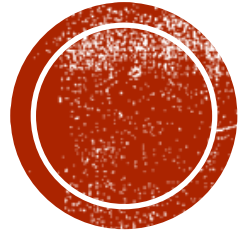
Select All Deselect All

[Copy Absence](#) [Delete](#)

Comments

[Submit](#) [Save for Later](#) [Forecast](#)





ABSENCE TIMEKEEPER BALANCE INQUIRY

Absence Timekeepers can obtain Absence Balance Details.

Timekeeper Balance Inquiry

NavBar > Menu > Manager Self Service > Time Management > CSU Timekeeper Balance Inquiry

Timekeeper Balance Inquiry

Employee Selection Criteria

As Of Date 05/02/2026

Refresh Employees

Filters

Bus Unit	HW001	Dept ID		Union Code	
Employee		Pay Group		Eligibility Group	
Job Code		Unit		Reports To	

Select	Name	Empl ID	Job	Empl Status	HR Status	Position	Job Code	Job Title	Dept ID	Department
<input type="checkbox"/>		100212215	0	Active	Active	10081200	3318	Administrator I	16100	Annual Fund
<input type="checkbox"/>		100214066	0	Active	Active	10078036	3318	Administrator I	16000	Advancement Services
<input type="checkbox"/>		100217338	1	Active	Active	10078905	1868	Student - NCS	16000	Advancement Services
<input type="checkbox"/>		100215121	0	Active	Active	10080874	3318	Administrator I	16100	Annual Fund
<input type="checkbox"/>		100213939	0	Active	Active	10076599	0459	Mar Comm Professional III	16150	Communications and Marketing
<input type="checkbox"/>		100217316	3	Active	Active	10081141	1861	Student Trainee, On-Campus Wor	16400	Career Services
<input type="checkbox"/>		100216415	1	Active	Active	10078908	1868	Student - NCS	16150	Communications and Marketing
<input type="checkbox"/>		100214147	0	Active	Active	10077904	3312	Administrator II	16200	Development

****Timekeepers with one or more direct reports can access this information using the Manager Balance Inquiry link located on your Team Time tile***

A: Used by Absence Timekeepers to obtain a Summary of Absence Balances , Earning, Takes and Adjustments

**Use Filters to narrow down results*



MANAGER SELF-SERVICE FOR TIME AND LABOR TIMEKEEPERS

CSU The California State University | Menu Search in Menu

Manager Self Service > 1 of 2

CSU Absence TimeKeeper Revi...
Approvals 0
Team Time 1 Exceptions
CSU Approve/Request NLT
CSU Create & Maintain Absences

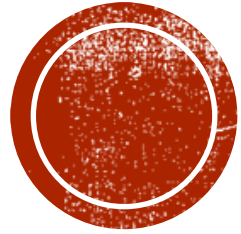
Tiles not used by East Bay:

- Approvals
- CSU Approve/Request NLT

**Only Management Personnel and Department Chairs can be Absence Approvers*

**Dashboard Landing page varies based on administrative role assignments.*





TIME AND LABOR TIMEKEEPER TEAM TILE



Time and Labor Timekeepers use the Team Tile to Access and Review the CSU Work Study Balance page

CSU Work Study Balance

A: Time and Labor Timekeepers have access to track Work Study Allocations.

Team Time

- Payable Time
- Request Absence
- CSU Work Study Balance A**

Team Time [New Window](#)

CSU Work Study Balance Page

Work Study Balance Parameters

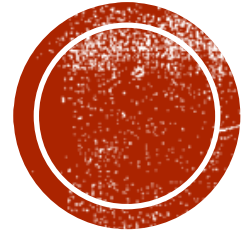
Business Unit	HW001	Cal State East Bay
Pay Period	EB202512MS	Pay Bgn Dt 12/02/2025 Pay End Dt 12/31/2025

Work Study Balances

Emp ID	CS ID	Empl Record	Last Name	First Name	HR Status	Job Code	Job Title	Compensation Rate	Dept ID	Department Name	WS Accepted Amount by Employee	Award Paid Amount by Job	Total Award Paid by Employee	Actual Award Remaining	Estimated Gross by Job This Pay Period	Estimated Gross by Employee	Estimated Award Remaining
100216466	201638598	4			A	1861	Student Trainee, On-Campus Wor	18.000000	13753	General Accounting	\$6,631.00	\$2,322.00	\$2,322.00	\$4,309.00	\$504.00	\$504.00	\$3,805.00
100217288	202376803	3			A	1861	Student Trainee, On-Campus Wor	17.000000	13752	Cashiers and Student Finance	\$3,000.00	\$3,000.50	\$3,000.50	\$-0.50	\$0.00	\$326.40	\$-326.90
100216402	201603927	2			A	1861	Student Trainee, On-Campus Wor	18.000000	13753	General Accounting	\$6,000.00	\$1,852.20	\$1,852.20	\$4,147.80	\$450.00	\$450.00	\$3,697.80
100216754	201902056	8			A	1861	Student Trainee, On-Campus Wor	17.000000	13752	Cashiers and Student Finance	\$3,000.00	\$1,392.30	\$1,392.30	\$1,607.70	\$846.60	\$846.60	\$761.10

**Rows highlighted in yellow indicate the Estimated Award Remaining is \$800.00 or less.*





TIME AND LABOR TIMEKEEPER ENTER, REVIEW WORK HOURS AND MANAGE AND RESOLVE EXCEPTIONS

The Timesheet page has been enhanced to allow Timekeepers to Enter and Review Reported Work Hours and Review, Resolve Exceptions and Print a Timesheet

TIMESHEET SEARCH CRITERIA

Timesheet

Report Time
Timesheet Summary

Employee Selection

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text" value="EB14350"/> A <input type="button" value="Q"/>
Employee ID	<input type="text"/> <input type="button" value="Q"/>
Empl Record	<input type="text"/> <input type="button" value="Q"/>
Last Name	<input type="text"/> <input type="button" value="Q"/>
First Name	<input type="text"/> <input type="button" value="Q"/>
Job Code	<input type="text"/> <input type="button" value="Q"/>
Department	<input type="text"/> <input type="button" value="Q"/>
Workgroup	<input type="text"/> <input type="button" value="Q"/>

D

Change View

*View By	Monthly B <input type="button" value="Q"/>	<input checked="" type="checkbox"/> Show Schedule Information
Date	05/12/2026 <input type="button" value="Q"/> C	<input type="button" value="Previous Period"/> <input type="button" value="Next Period"/>

A: You must use the **TIME REPORTER GROUP** to search by department

Enter the campus prefix of **EB followed by they 5-digit department ID**

B: Change **View By** (optional)

C: Enter the **Date**

D: Click **Get Employees**



Report Work Hours

Timekeepers have the ability to Report Work Hours on behalf of their employees

Timesheet

Employee ID 100217172
Student Trainee, On-Campus Wor
Empl Record 2
Earliest Change Date 05/11/2026

Select Another Timesheet

*View By Week Previous Week Next Week
*Date 05/04/2026 Next Employee
Reported Hours 7.00 Print Timesheet

From 05/04/2026 to 05/10/2026

Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total	*Taskgroup	Date		
	Mon	5/4	Submitted	8:00:00AM	12:00:00PM			4.00	CSU	5/4	+	-
	Tue	5/5	Submitted	2:00:00PM	5:00:00PM			3.00	CSU	5/5	+	-
	Wed	5/6	New						CSU	5/6	+	-
	Thu	5/7	New						CSU	5/7	+	-
	Fri	5/8	New						CSU	5/8	+	-
	Sat	5/9	New						CSU	5/9	+	-
	Sun	5/10	New						CSU	5/10	+	-

Submit Clear

Summary Exceptions Payable Time

Reported Time Summary

1-2 of 2

Category	Total	Mon 5/4	Tue 5/5	Wed 5/6	Thu 5/7	Fri 5/8	Sat 5/9	Sun 5/10
Total Reported Hours	7.00	4.00	3.00					
No category Displayed	7.00	4.00	3.00					

A: Enter the **Timesheet View Criteria**

B: Enter the **In and Out**

C: Click **Submit**

Timekeepers have the ability to Print the Timesheet from this page



Reported Time Summary



Timekeepers should Use the **Reported Time Summary Section** of the Timesheet to View the Summary of Reported Work Hours, Exceptions, and Payable Time

Navbar  > Menu  > Manager Self Service > Time Management > Report Time > Timesheet

Timesheet

Employee ID 100217172
 Student Trainee, On-Campus Wor
 Actions-
 Empl Record 2
 Earliest Change Date 05/11/2026

Select Another Timesheet

*View By: Previous Week Next Week
 *Date:   Next Employee
 Reported Hours 7.00 Print Timesheet

From 05/04/2026 to 05/10/2026

Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total	*Taskgroup	Date		
	Mon	5/4	Submitted	8:00:00AM	12:00:00PM			4.00	CSU	5/4	+	-
	Tue	5/5	Submitted	2:00:00PM	5:00:00PM			3.00	CSU	5/5	+	-
	Wed	5/6	New						CSU	5/6	+	-
	Thu	5/7	New						CSU	5/7	+	-
	Fri	5/8	New						CSU	5/8	+	-
	Sat	5/9	New						CSU	5/9	+	-
	Sun	5/10	New						CSU	5/10	+	-

A Summary **B** Exceptions **C** Payable Time

Reported Time Summary

Category	Total	Mon 5/4	Tue 5/5	Wed 5/6	Thu 5/7	Fri 5/8	Sat 5/9	Sun 5/10
Total Reported Hours	7.00	4.00	3.00					
No category Displayed	7.00	4.00	3.00					

A: Summary of Reported Work Hours

Daily total summary

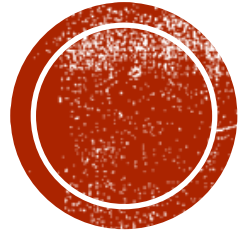
B: Exception overview

*Exceptions must be resolved;
High Severity exceptions require a correction to the employee's reported work hours and will result in inaccurate pay warrants if left unresolved.

C: Payable Time & Status

Pending and Approved Hours





TIME AND LABOR TIMEKEEPERS APPROVE WORK HOURS

Timekeepers should resolve all exceptions before approving Payable Time.

Approve Payable Time (Reported Work Hours)

To Approve Reported Work Hours Navigate to:

Navbar  > Menu  > Manager Self Service > Time Management > Payable Time

Payable Time

Approve Payable Time
Approve Time for Time Reporters

Employee Selection

B

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name A	<input type="text"/>
First Name	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Workgroup	<input type="text"/>

B

Get Employees

Clear Criteria

Save Criteria

Change Time in View

Start Date 04/03/2028 **C** End Date 05/10/2028

Employees For Pamela Baird

Time Summary Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Total Payable Hours
<input type="checkbox"/>	Last Name			0		0.000000

Select All Deselect All

Approve **D** Deny **E** ~~Push Back~~

A: Populate the **Search Criteria**, use the **Time Reporter Group** to search by Department

B: Click **Get Employees**

C: Adjust the **Start** and **End Dates**

D: Click **Approve** to authorize pay

E: Click **Deny** to decline reported work hours
**When declining hours, you must communicate with your employee.*

DO NOT CLICK THE 'PUSHBACK' BUTTON

