

MANAGER *Quick Links*

This document provides quick access to CHRS training materials for individuals that perform Manager 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 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](#)

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 [East Bay Payroll 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.
 - [Manage Time Exceptions](#)
- Job Aid Learn how to [Enter Time or your Hourly/Int Staff and Student Employee](#)
 - Managers and Timekeepers must use the Payable Time approval page to approve reported work hours.
- Job Aid View the [Time Reporter Codes \(TRCs\)](#)

Temporary Academic Employment

- Job Aid Learn how to [Approve TAE Appointments](#)