

STAFF/MPP Quick Links

This document provides quick access to CHRS training materials for Staff and MPP employees. If you are also an Absence and/or Time and Labor timekeeper or have oversight of academic related transactions, please refer to the “Timekeepers” and “Academic Staff & Analysts” quick links documents.

CHRS Introduction

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

Absence & Time Management

Form Please refer to the [Leave Reporting and Additional Time Reference Guide](#) to determine how to report your leave.

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 and non-exempt employees reporting less than a full day, must report [Partial Hours](#).

Job Aid Learn how to [Request Partial Days Off](#)

Job Aid Learn how to [View Your Absence Balances](#)

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](#)

- This process is used to modify and resubmit an absence request in the system.

Job Aid Learn how to [Respond to Pushback Absence Request](#)

Hourly Employees

Job Aid Learn how to [Report Work Hours](#)

Job Aid Learn how to [Review Reported Work Hours](#)

- Use the Detail link to review the status of your reported work hours.

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](#)