

STAFF/MPP Quick Links

This document provides quick access to CHRS training materials for Staff and MPP employees. If you are also an attendance clerk or if you are staff in an academic department, please also refer to the “[Attendance Clerks](#)” and “[Academic AAS/ASC/ASA](#)” quick links documents.

CHRS Introduction

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

Absence & Time Management

Job Aid	Learn how to Submit No Leave Taken (NLT)
Job Aid	Learn how to Request and Enter Absences <ul style="list-style-type: none">• 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 requesting less than a full day, be sure to use the Request Partial Days Off Job Aid.
Job Aid	Learn how to Request Partial Day Off (part time and non-exempt employees)
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 <ul style="list-style-type: none">• This process is used to modify and resubmit an absence in the system.
Job Aid	Learn how to Enter Compensatory Time Off (CTO)

Hourly/Intermittent Employees

Job Aid	Learn how to Enter your Hourly Time Worked (Elapsed Time)
Job Aid	Learn how to convert Partial Hours using this Conversion Chart
Job Aid	Learn how to Confirm Payable Time

Personal Details

Job Aid	Learn how to Navigate to Your Contact Details <ul style="list-style-type: none">• 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

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