

# 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 <a href="#">Submit No Leave Taken (NLT)</a>
Job Aid	Learn how to <a href="#">Request and Enter Absences</a>
	<ul style="list-style-type: none"> <li>If you need to enter multiple requests, you will have to navigate out of the page and then back into the page.</li> <li>After you submit your request your Reports-To will be able to approve or deny your request. You will receive an email when completed.</li> <li>If you are requesting less than a full day, be sure to use the <a href="#">Request Partial Days Off</a> Job Aid.</li> </ul>
Job Aid	Learn how to <a href="#">Request Partial Day Off (part time and non-exempt employees)</a>
Job Aid	Learn how to <a href="#">View Your Absence Balances</a>
Job Aid	Learn how to <a href="#">View Your Absence Requests</a>
Job Aid	Learn how to <a href="#">Cancel Your Absence Requests</a>
Job Aid	Learn how to <a href="#">Resubmit a Canceled Absence</a>
	<ul style="list-style-type: none"> <li>This process is used to modify and resubmit an absence in the system.</li> </ul>
Job Aid	Learn how to <a href="#">Enter Compensatory Time Off (CTO)</a>

## Hourly/Intermittent Employees

Job Aid	Learn how <a href="#">Enter your Hourly Time Worked (Elapsed Time)</a>
Job Aid	Learn how to convert <a href="#">Partial Hours using this Conversion Chart</a>
Job Aid	Learn how to <a href="#">Confirm Payable Time</a>

## Personal Details

Job Aid	Learn how to <a href="#">Navigate to Your Contact Details</a>
	<ul style="list-style-type: none"> <li>Update Personal Contact details including phone number and email address.</li> </ul>
Job Aid	Learn how to <a href="#">Add or Update Your Emergency Contacts</a>
Job Aid	Learn how to <a href="#">Update Your Address Information</a>
Job Aid	Learn how to <a href="#">Update Your Veteran Status</a>
Job Aid	Learn how to <a href="#">Update Your Disability Status</a>
Job Aid	Learn how to <a href="#">Update Your Final Paycheck Designee</a>
Job Aid	Learn how to <a href="#">Update Your Affirmed Name (aka Preferred Name)</a>
Job Aid	Learn how to <a href="#">Update Your Ethnicity</a>

## Benefits

CSU Learn	<a href="#">CHRS Benefits in Employee Self Service</a>
Video	Learn how to <a href="#">Enroll in New Hire Benefits</a>
Job Aid	Learn how to <a href="#">Enroll in New Hire Benefits</a>
Job Aid	Learn how to <a href="#">Print Employee Benefits Confirmation Statements</a>
Job Aid	Learn how to <a href="#">View Your Benefits Summary</a>
Job Aid	Learn how to <a href="#">Print Dependent Verification Forms</a>
Job Aid	Review the job aid on how to <a href="#">Choose a Life Event</a>
Job Aid	Review the job aid on how to <a href="#">Enter a Life Event</a>