

Student Employees *Quick Links*

This document provides quick access to CHRS training materials for Student employees.

CHRS Introduction

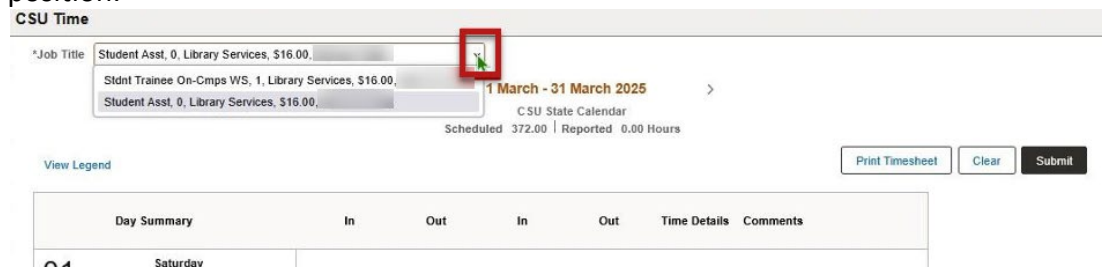
Video Learn how to [Navigate in CHRS](#)

Time Management

Student Employees (Including ISAs)

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

- Students appointed to multiple positions will have to select the appropriate job before submitting work hours.
- Your department timekeeper will be able to assist you with determining the appropriate position.



Temporary Academic Employment

Academic Student Employees (ISAs)

Job Aid Learn how to [View and Acknowledge Your Appointment Notification](#)

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](#)