

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

Hourly Student Employees (Includes ISAs)

Job Aid [Learn how to Enter Your Hourly Time Worked \(Punch Time\)](#)

- Students with multiple jobs will have to select the appropriate job to report time on.
- Work with your department Student Attendance Clerk if you are unsure which job to select.

Absence Management

Graduate Assistants and Teaching Associates (GAs and TAs)

Job Aid [Learn how to Request Partial Day Off \(part time and non-exempt employees\)](#)

Temporary Academic Employment

Academic Student Employees (ISAs, GAs, and TAs)

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

Personal Details

Job Aid [Learn how to Navigate to Your Contact 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 Update Your Affirmed Name \(aka Preferred Name\)](#)

Job Aid [Learn how to Update Your Ethnicity](#)