

STUDENT EMPLOYEES Quick.Links

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

CHRS Introduction

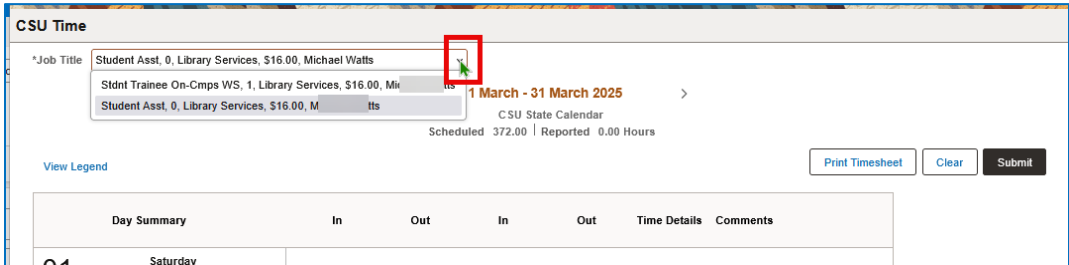
Video Learn how to [Navigate in CHRS](#)

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](#)