

Timekeeper Quick Links

This document provides quick access to CHRS training materials for individuals that have oversight of Time and Labor and Absence Timekeeper tasks. Please refer to the “Staff/MPP” quick links guide for information related to employee self-service functions. Quick links for academic related tasks can found on the “Academic Staff & Analysts” quick links guide.

CHRS Introduction

- Video Learn how to [Navigate in CHRS](#)
- Job Aid Learn how to [Find Employees with CSU ID Search](#)

Absence Timekeeper

- eLearning Form Learn how to [Complete Time & Labor and Absence Management Specific Tasks](#)
- Form View the [Leave Reporting & Additional Time Reference Guide](#)
- Job Aid Learn how to [View Absence Balance Inquiry](#)
- Job Aid Learn how [Timekeepers Maintain Absences](#)
- Job Aid Learn how [Timekeepers Review Absences](#)
- Job Aid Learn how to [Report a Partial Day Off](#) (part-time and exempt employees reporting less full day)
- Job Aid Learn how to [Request an Absence on Behalf of an Employee](#)

Hourly and Student Employees

- Job Aid Learn how to [Review and Approve/Deny Hourly and Student Reported Work Hours](#)
 - Please refer to the [East Bay Payroll Calendar](#) for details regarding the pay period begin and end dates.
 - When declining reported work hours, be sure to communicate with your employee. There are **no** automatic notifications generated by the system.
 - **Do not use the ‘PUSHBACK’ button.**
 - Managers and Timekeepers are responsible for reviewing and resolving exceptions related to reported work hours. Exceptions must be resolved in order to ensure accurate payment is issued.
 - Learn how to [Manage Exceptions](#)
- Job Aid Learn how to [Enter Student and Hourly Work Hours](#)
 - Managers and Timekeepers **must** use the [Payable Time approval page](#) to approve reported work hours.
- Job Aid Learn how to [View Work Study Balances](#)