

Timekeepers Quick Links

This document provides quick access to CHRS training materials for individuals that perform Timekeeper responsibilities. This includes Student Payroll Timekeepers and Master Payroll Timekeepers. Please also refer to the “Staff/MPP” quick links guide for information related to employee self-service functions. If you are staff in an academic department, please also refer to the “Academic Staff & Analysts” quick links document.

Workforce Administration

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

Absence & Time Management

Hourly/Intermittent & Hourly Student Employee Time

- Job Aid Learn how to [Review Employee Time](#)
- Job Aid Learn how to [Update Employee Time](#)
 - Timekeepers can only update time that has not been approved. To update time entered, click the minus button to delete the time(s), click submit and then re-enter the in/out time(s) and click submit.
- Job Aid Learn how to [Review and Approve \(or Deny\) Your Hourly/Int Staff and Student Employee Time](#)
 - When approving student employee time, be mindful to only approve your students (you will see all students in a Dynamic Group).
 - Filter your search results by using search criteria.
 - Make sure you use an appropriate date range (using [East Bay Payroll Calendar](#) for pay period dates).
 - When denying time, be sure to communicate with the employee. There are no automatic notifications generated by the system. **Do not use ‘Pushback’.**
 - Managers should view and allow exceptions that are created with time entry. [Manage Time Exceptions](#)
- Job Aid Learn how to [Enter Time for your Hourly/Int Staff and Student Employee](#)
 - Managers and Timekeepers must use the Payable Time approval page to approve reported work hours.
- Job Aid View the [Time Reporter Codes \(TRCs\)](#)
- Job Aid Learn how to [View Work Study Balance](#)

Absence Timekeeper

- Job Aid Learn how to [Search Employee Job Data](#)
- eLearning Learn how to [Complete Timekeeper Time & Labor and Absence Management Specific Tasks](#)
- Job Aid Learn how to [View Absence Balance Inquiry](#)
- Form View the [Leave Reporting and Additional Time Reference Guide](#)
- Job Aid Learn how [Timekeeper Maintain Absences](#)
- Job Aid Learn how to [Timekeeper Absence Review](#)
- Job Aid Learn how to [Request partial day of f \(part time and non-exempt employees\)](#)
- Job Aid Learn how to [Review Employee Time](#)
- Job Aid Learn how [Timekeeper - Enter Time for hourly/intermittent employees](#)