Academic
AAS/ASC/ASA
Quick Links

Common Human Resources System

LEARNING ITINERARY

Learn How to Navigate in CHRS
Introduction Video

WORKFORCE ADMINISTRATION	**Find Employees with CSU ID Search** **Search Employee Job Data**
TEMPORARY ACADEMIC EMPLOYMENT	**Enter Appt Data - Lecturers (01)** **Enter TAE Appointment Data - Counselors (02)** **Enter Appt Data - Librarians (03)** **Enter TAE Appointment Data - Coaches (04)** **Enter Appt Data - Summer (05)** **Enter Appt Data - Substitute Faculty (06)** **Enter TAE Appointment Data - Extension (07)** **Enter TAE - Additional Employment (08)** **Enter Appt Data - TA (09)** **Enter Appt Data - GA (10)** **Enter Appt Data - ISA (11)** **Cancel TAE Appointment** **Revise a TAE Appointment (Mid-Process Revision)** **Revise a TAE Appointment (After Load to Job Revision)** **Approve TAE Appointments** **Run TAE Print Appointment Notification Report** **Run TAE Appointment Status Report** **Run TAE Notification Summary Report** **View Approval Transaction Status**

This document provides quick access to CHRS training materials for individuals that perform academic related administrative responsibilities. This includes unit 3 and unit 11.

Please also refer to the “Staff/MPP” quick links guide for information related to employee self-service functions. Attendance clerks should also refer to the “Attendance Clerks” quick links guide for information about Absence Management functions.

CHRS