

CHRS Timekeeper & Approver Training

Your Role in Time & Absence Management

Your Training Team

Presenter

- Connie Lizaola

Support Trainers

- Lisa Tran
- Brittany Rider



👉 Support trainers are available during the session to assist with questions

Agenda

- CHRS Overview
- Employee Actions (ESS)
- Timekeeper Role
- Manager Approval (MSS)
- Payroll & Deadlines



Housekeeping & Participation



Zoom Poll

- Select your answer on screen.

Chat Response

- Type your answer in the chat (A, B, or C).

Questions

- Please submit questions using the Q&A feature
- We'll address them throughout the session.

Session Details

- This session will *run continuously (no scheduled break).*
- *Please feel free to step away briefly if needed.*

Look for icons on each slide for participation instructions

📊 Poll 1:

Pre-Session Preparation

Before today, how familiar were you with CHRS?

A. I reviewed the Knowledge Base and/or videos

B. I have heard of it, but haven't explored much

C. This is completely new to me



Session Overview

- This is a guided overview of CHRS processes
- This session is not hands-on training
- We will focus on key steps and responsibilities
- Additional resources and guides are available



What You'll Walk Away With

Understand CHRS Workflow
Learn the steps of the CHRS process

Avoid common issues
Reduce mistakes and troubleshoot effectively

Know your role in time and absence
Clearly understand your responsibilities

Effectively navigate the new system
Utilize tools and resources with confidence

📊 Poll 2:

Why This Matters?

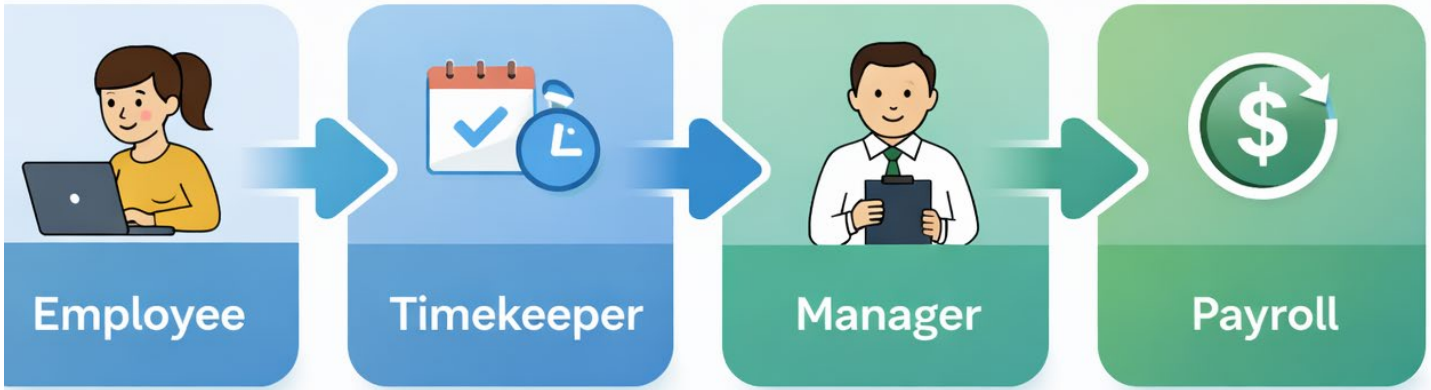
Which of the following can cause delayed pay?

(Select all that apply)

1. Time entered late
2. Manager approves after the deadline
3. Missing Time Reporting Code (TRC)
4. Employee forgets to add a comment



Process Flow



ESS vs MSS: Who Does What?

Here's a quick side-by-side comparison:



ESS

Employee Self Service

Enter / Request / View

- Enter hours worked
- Request absences
- View leave balances
- Update personal details



MSS

Manager Self Service

Review / Approve / Monitor

- Review employee time
- Approve time and absences
- Monitor team balances
- Ensure approvals are completed on time

ESS = Enter / Request / View | **MSS** = Review / Approve / Monitor

💬 1: Type in Chat

ESS or MSS?

Who is responsible?

1. Entering hours worked
2. Approving time
3. Requesting an absence
4. Reviewing team balances



Required vs Helpful Tools

Required Actions

- Enter time (if applicable)
- Submit absences
- Review time before approval
- Approve time before deadlines

Must be completed **every pay cycle**

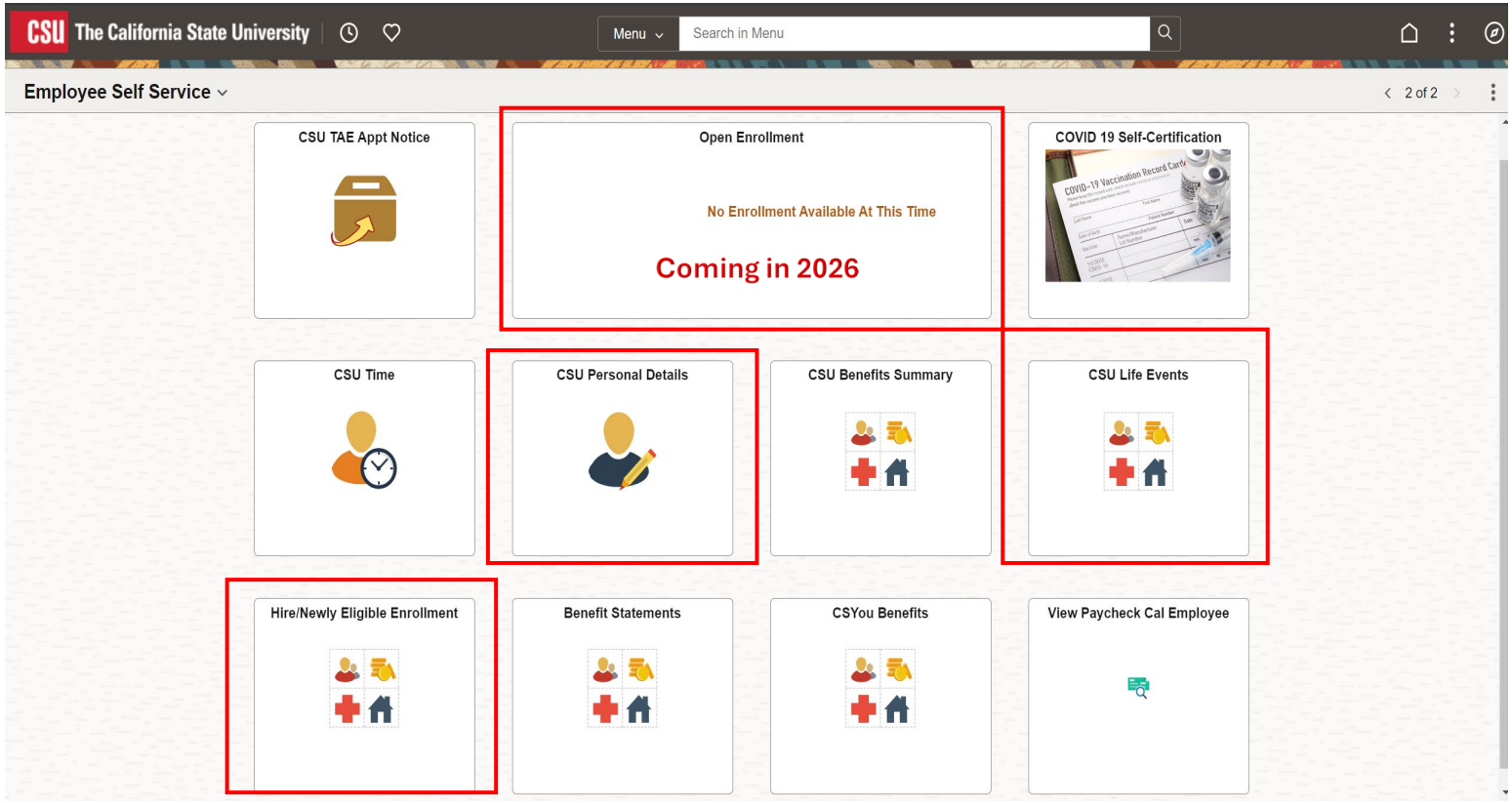
Helpful Tools

- Use **Forecast** to plan leave
- Use **filters** to find employees/dates
- Check **absence balances** before submitting
- Use **Knowledge Base** for guidance

Helps you work faster and avoid errors

What's New?

CSU Benefits Options **on Employee Self Service** Home Page



📌 Self-service for life event changes and open enrollment will not be covered in today's training.

What's Changed?

Mobile Device Compatible



Timesheet

Time Entry Updates

- Enter hours worked
- Record **CTO**, **ADO**, and Holiday credit
- All time entered directly on timesheet

Fewer manual steps, more self-service

Absence Management

Absence Updates

- **Request absences** in system
- **Forecast** leave balances
- **No more NLT** (no leave taken) entries

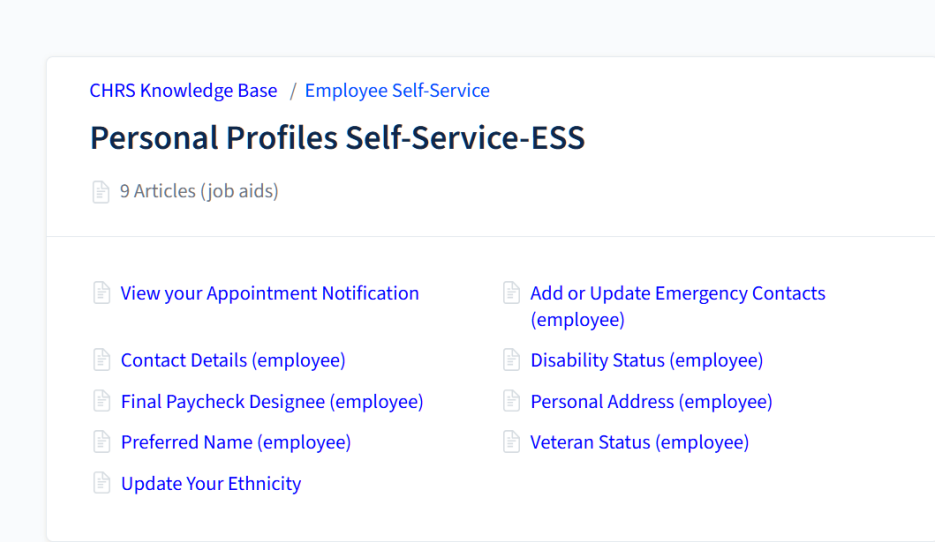
Fewer manual steps, more self-service

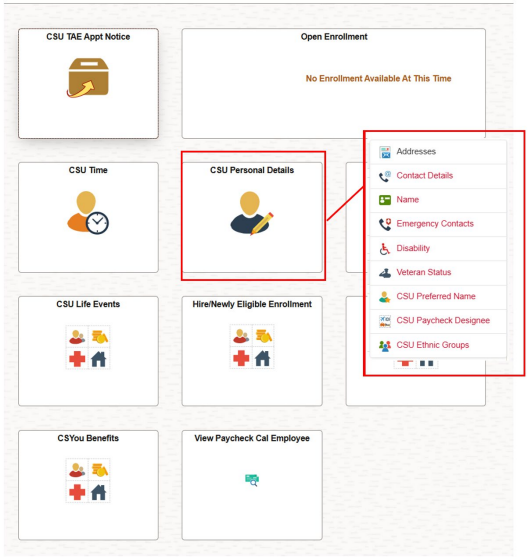
Personal Details Employee Self-Service (ESS)



- Review/Update Personal Details
- What you can update

What you can update





Knowledge Base

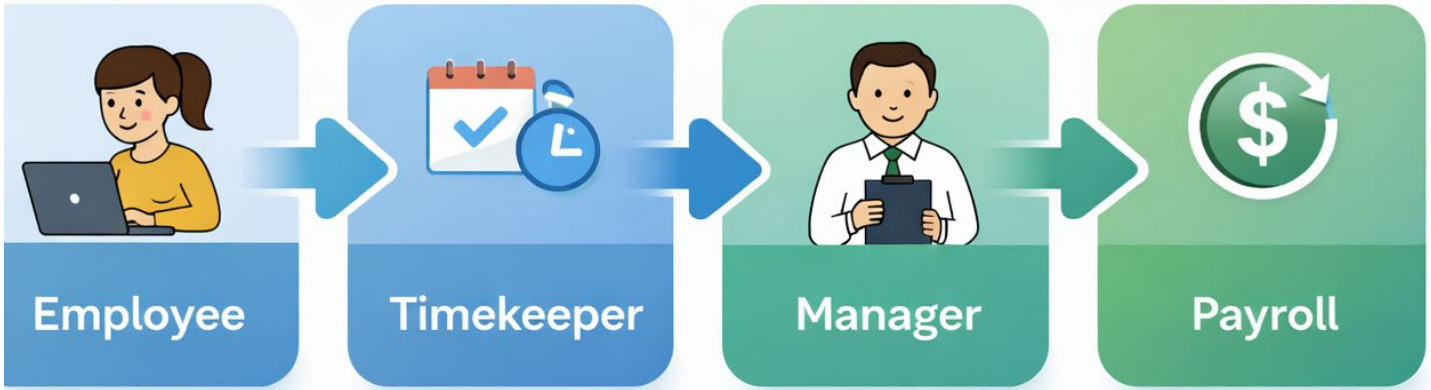
[Personal Profiles Self-Service-ESS]

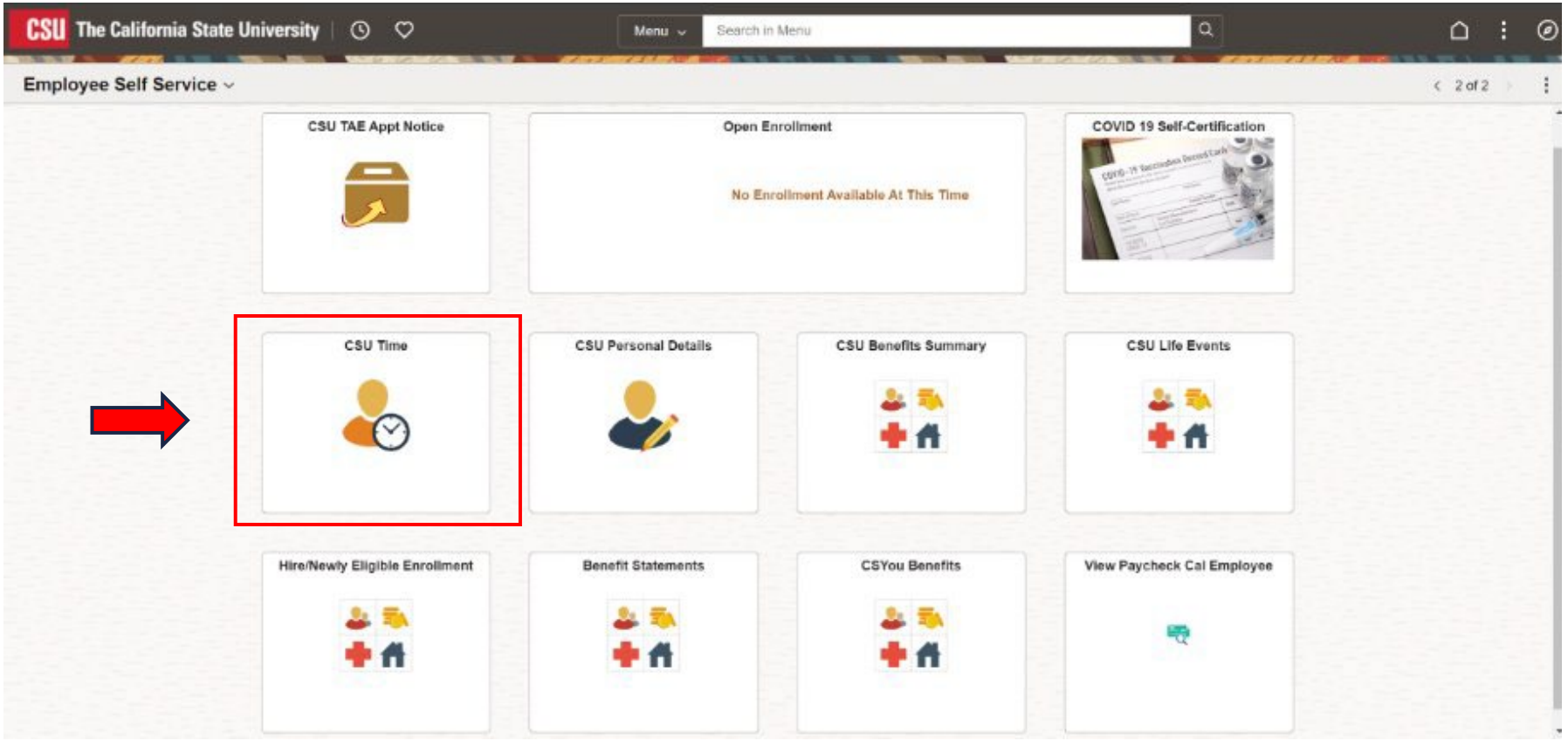
Employee Actions (ESS)



- Manage Personal Details
- Manage Time and Absences
- Cancel Absence Request(s)
- Review Balances

Process Flow



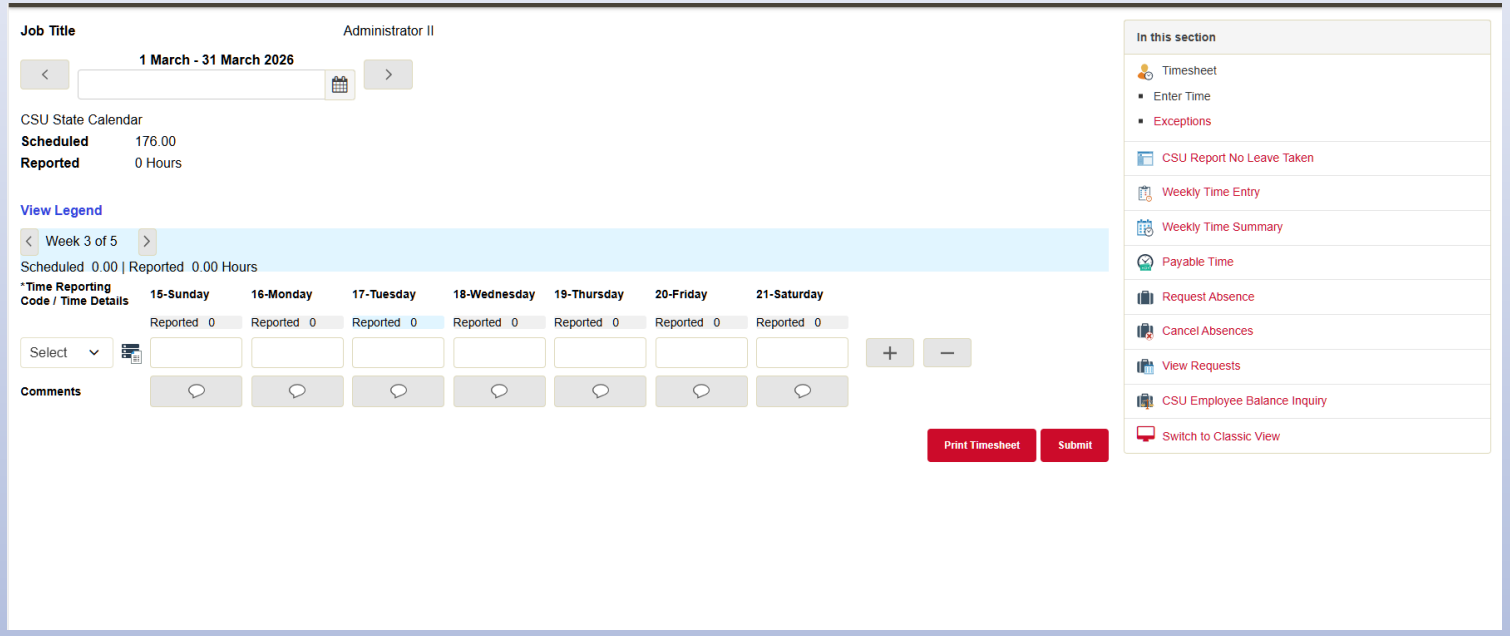


CSU Time Tile (ESS)

Navigate here to enter hours worked and manage time/absence tasks.

Timesheet Page

All users will see this page



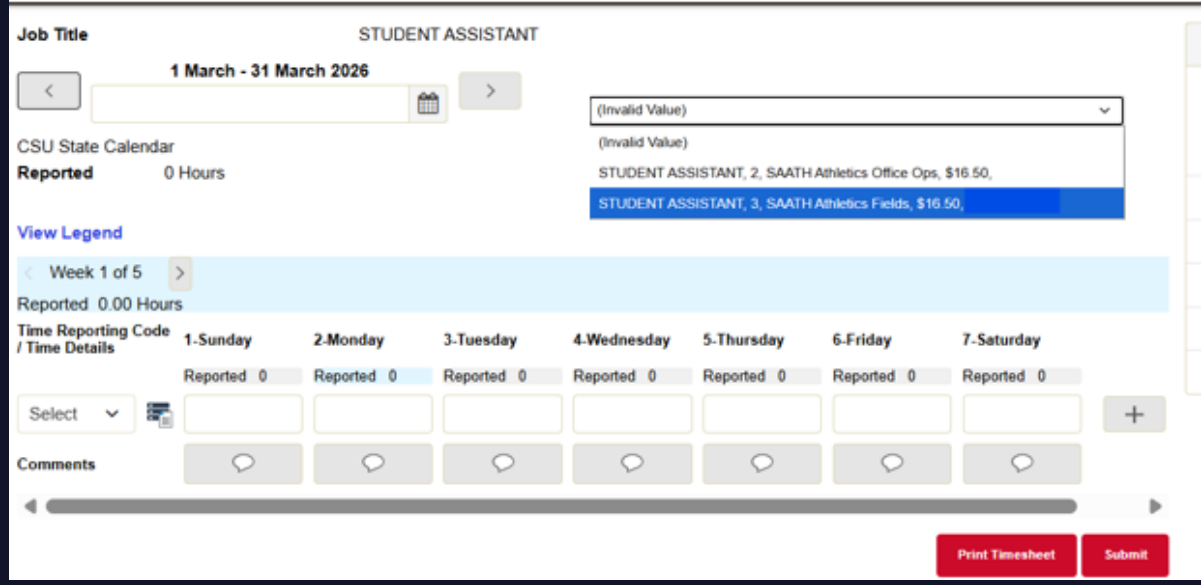
Use Timesheet

- Report hours worked
- Hourly/Student employees
- Report Overtime, Shift Differential

Use Request Absence

- Request vacation leave
- Request or report sick leave
- Other absence types (i.e., jury, bereavement)

Entering Time in the Student Timesheet



CSU Time



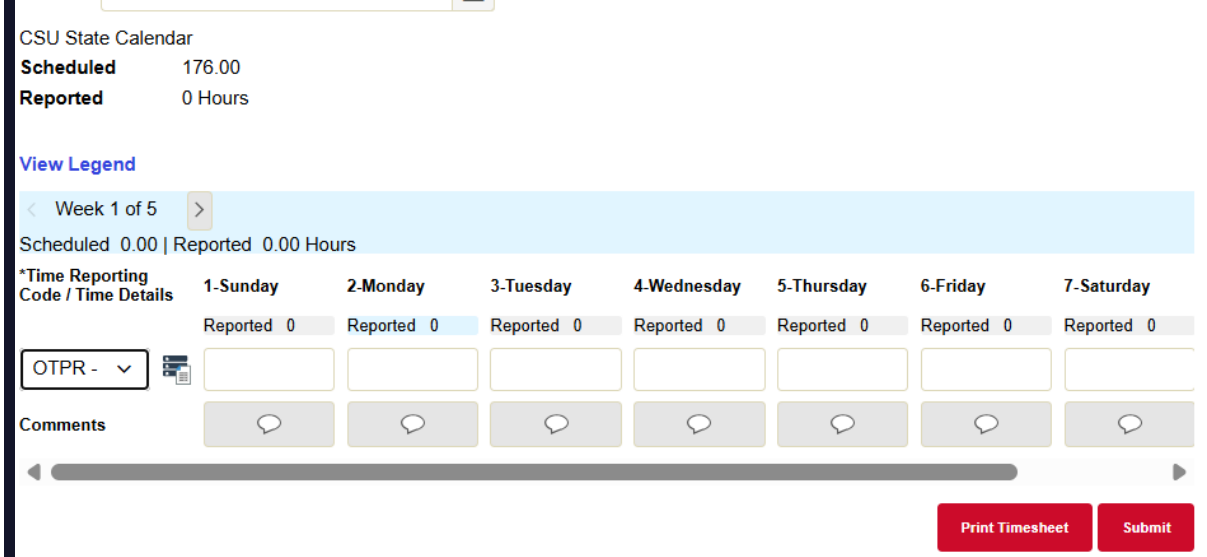
Steps

1. Navigate to the correct **Pay Period**
2. Select the **Time Reporting Code (TRC) REG- R**
3. Enter the hours worked for each day
4. Add **comments** if needed
5. Click **Submit**

📚 **Knowledge Base**

Employee Enter Hourly Time and Viewing Timesheet

Entering Time in the Staff Timesheet



CSU Time



Steps

1. Navigate to the correct **Pay Period**
2. Select the **Time Reporting Code (TRC)**
3. Enter the appropriate hours worked for each day
4. Add **comments** if needed
5. Click **Submit**

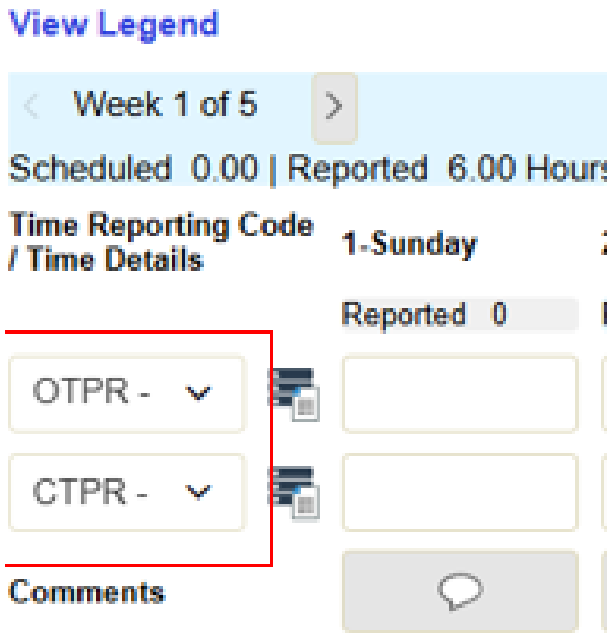
Knowledge Base

Employee Enter Hourly Time and Viewing Timesheet

Selecting the Correct Time Reporting Code (TRC)

Common TRCs

- **REG** – Regular hours worked
- **OTPR** – Overtime Paid @ 1.5
- **CTP** – Compensatory time earned (if applicable)



👉 These are the ones you'll use 90% of the time.

📚 **Knowledge Base**

Time Reporting Codes

Important Reminders

- Enter the total hours worked daily or as worked
- Use the correct TRC
- Round partial hours to the nearest tenth
- Only enter time on days worked
- Requests absences as the are known or occur
- Corrections within 5 days after the pay period ends
- Review before submitting



Submitting Your Time

Before submitting, review:

- Correct pay period selected
- Hours entered for each day worked
- Correct TRC used
- Comments added if needed



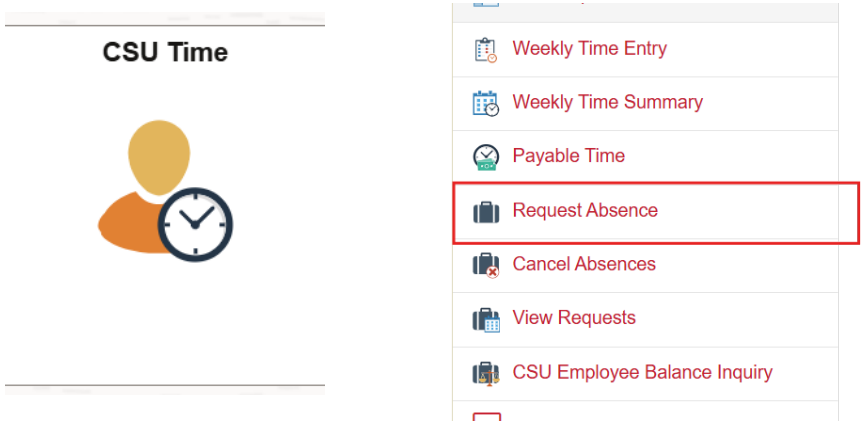
Final Step

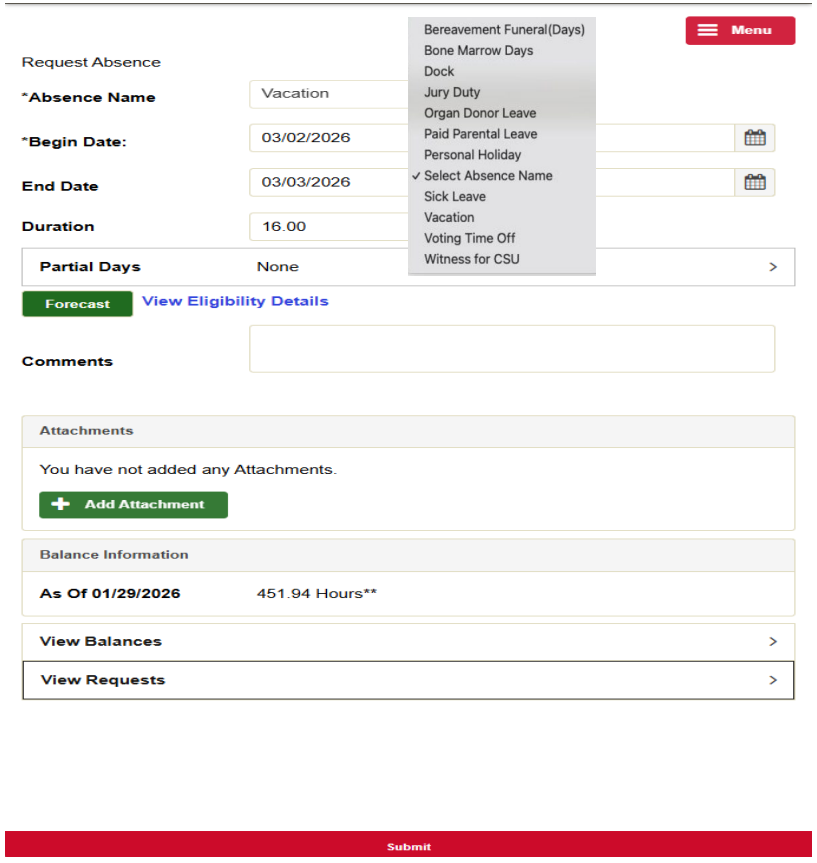
- Click **Submit** to send your time for review

📝 Timekeepers review entries before manager approval

Requesting an Absence in CHRS

- Navigate to **CSU Time**
- Select **Request Absence** from the menu
- Complete the absence request form
- Use **Forecast** if you want to review projected balances
- Click **Submit**





Knowledge Base

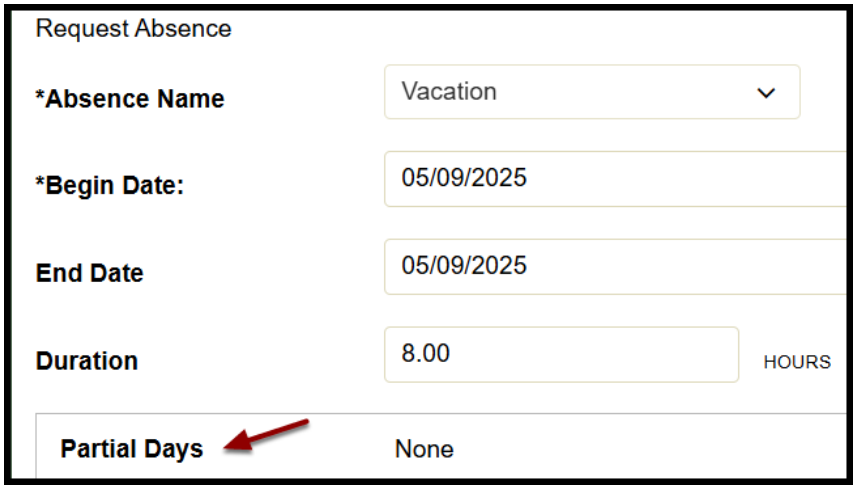
Request and Enter Absences

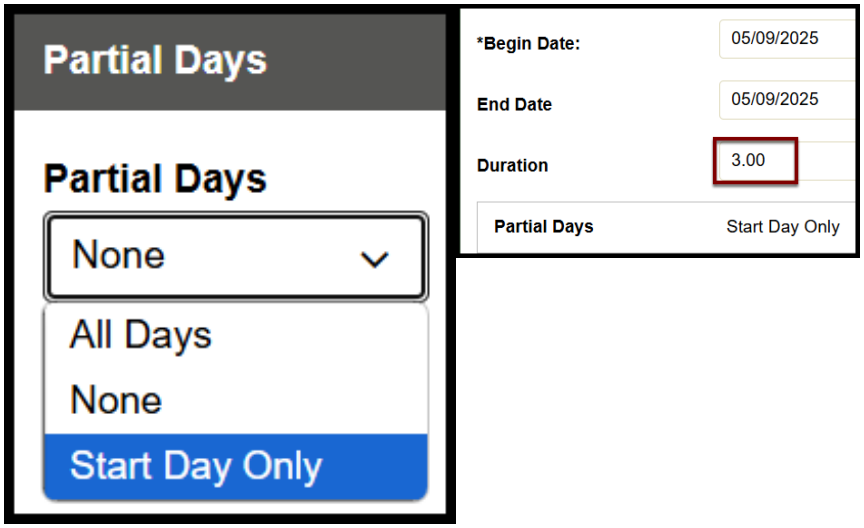
Requesting Partial Days Off

- Use partial day when taking **less than a full day off**
- Select the appropriate **absence type and dates**
- Enter the **number of hours for the partial day**
- Select the **Partial Days option** as appropriate
- Submit the request as usual for approval

Knowledge Base

Request Partial Days Off





2: Type in Chat

Partial Day

Employee does not work a full day and requires a partial day entry.

How should it be entered?

A. Full day

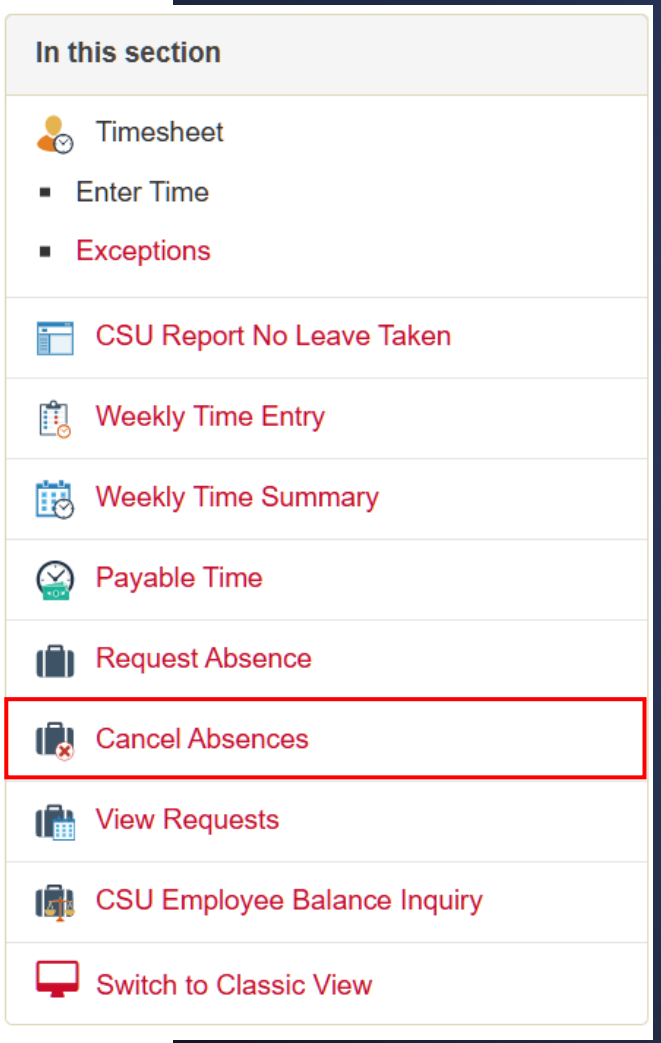
B. Check partial day and enter hours

C. Email timekeeper or manager to enter



Canceling an Absence Request

- Go to **CSU Time**
- Select **Cancel Absences**
- Choose the absence request to cancel
- *(Optional)* Enter a comment
- Click **Cancel Absence** and confirm



💡 If already approved, cancellation requires **manager approval**

🗒️ You will receive an **email notification** once processed

📚 **Knowledge Base**

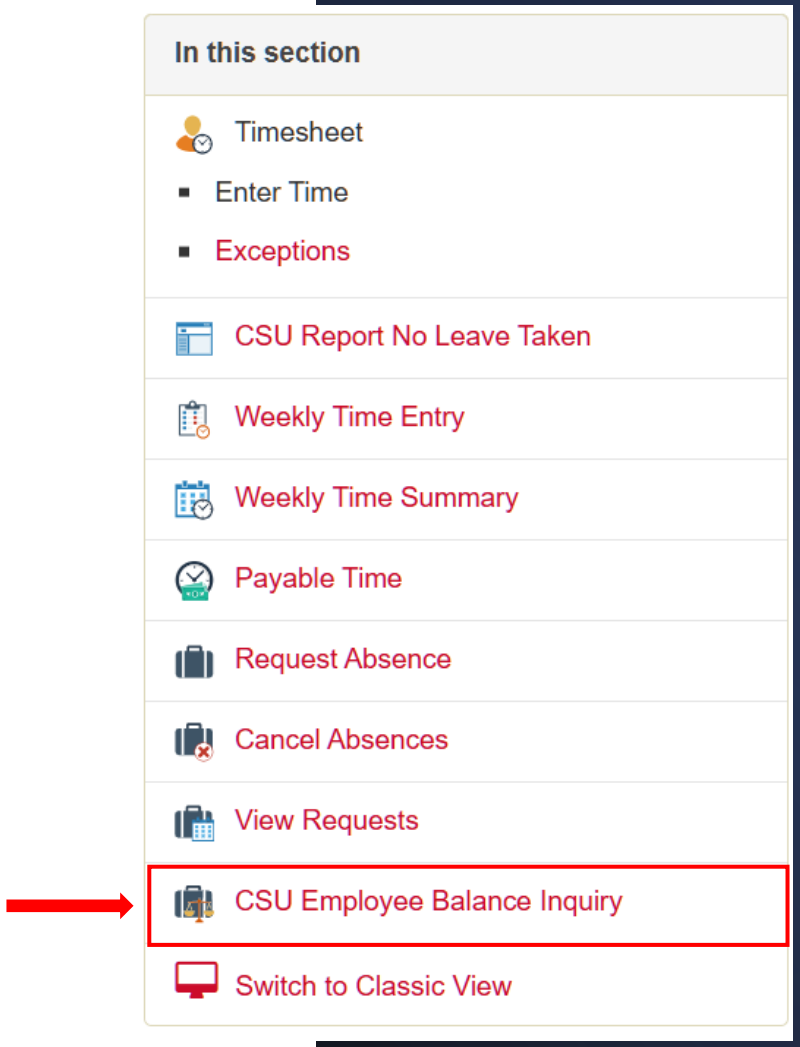
Cancel your Absence Request

View your Absence Balances

- Go to **CSU Time**
- Select **View Absence Balances**
- Choose the **absence type** to review
- View available and projected balances
- Use this to plan future time off and manage your maximum accrual limits

Knowledge Base

View your Absence Balances

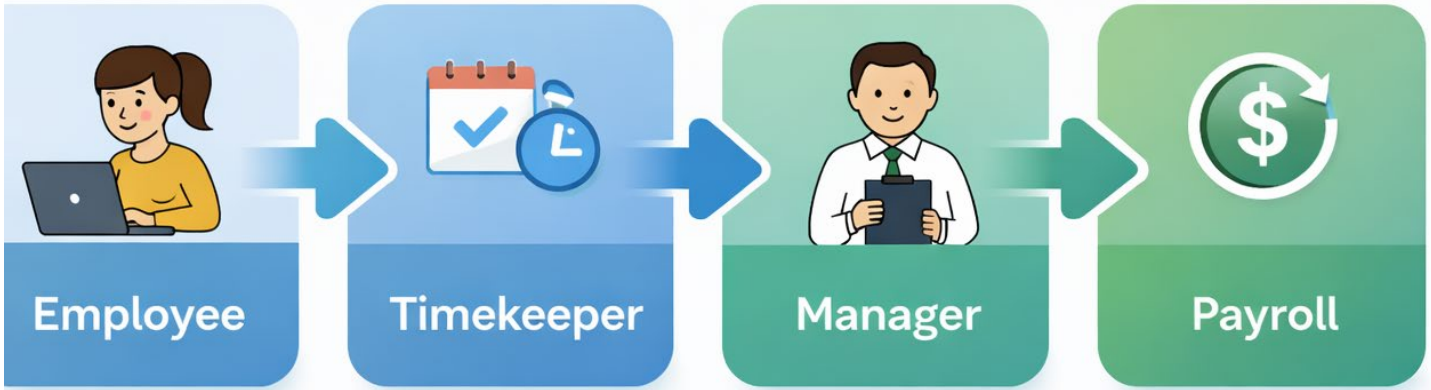


Timekeeper Role



- Review time before manager approval
- Audit and correct issues early
- What typically delays pay

Process Flow



Timekeeper: Process Steps

CSUSM

1. Confirm

- Confirm hours and time reporting codes are correct

2. Review

- Review exceptions or missing entries

3. Mark

- Mark entries as ready for approval
- Mark hourly time by adding a comment

4. Request

- Request corrections if needed

5. Submit

- Submit updates for manager approval

6. Final Approval (Manager)

- Managers complete approval before payroll

Timekeeper: Core Responsibilities

Oversight

Review entries regularly

Verify time before manager approval

Corrections & Escalation

Correct time when possible

Escalate issues before deadlines

Deadlines

Ensure approvals are complete

Check payroll system monthly

Special Cases

Report dock time as needed

✓ Stay ahead of deadlines ✓ Escalate early ✓ Ensure payroll readiness

3: Type in Chat

Timekeeper Role

What is the timekeeper’s role?

A. Approve time

B. Review and flag issues before approval

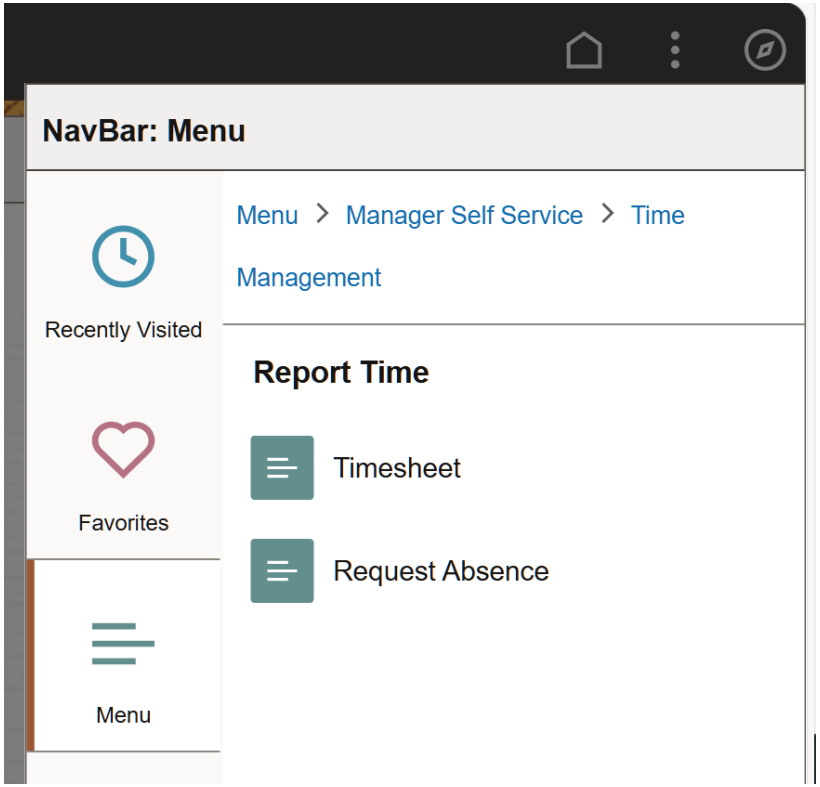
C. Run payroll

D. Enter time for everyone



Entering Time for an Employee (Manager / Timekeeper)

- Navigate to **Manager Self Service → Time Management → Report Time → Timesheet**



📚 **Knowledge Base**

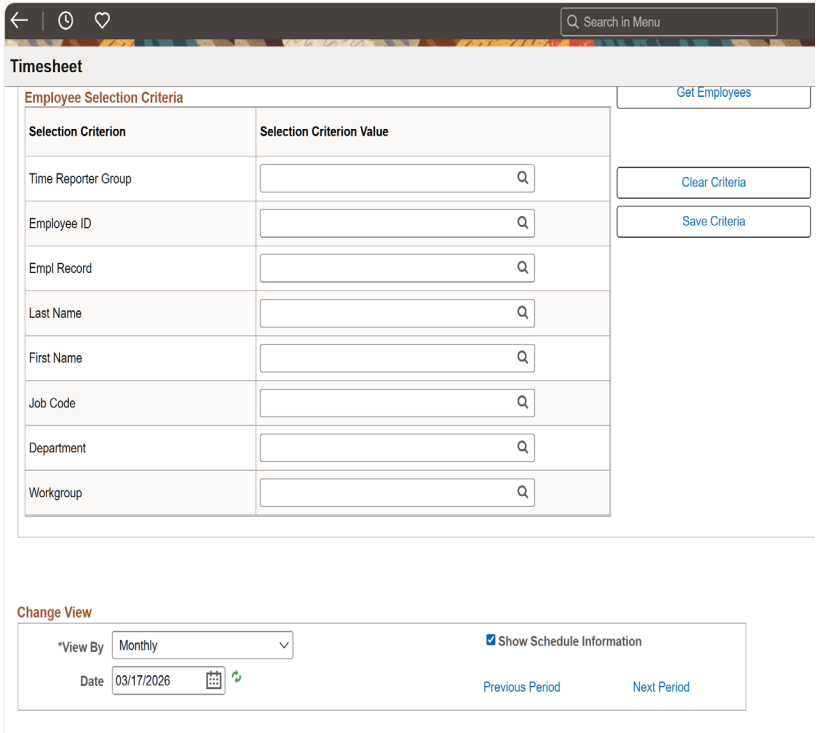
Enter Time for Employee (Manager)

Entering Time for an Employee (Manager / Timekeeper)

- Enter the employee's **ID or search criteria**
- Select the correct **pay period/date**
- Click **Get Employees** and open timesheet
- Select the appropriate **Time Reporting Code (TRC)**
- Enter the **hours worked for each day**
- Click **Submit** to save entries and **OK** to confirm

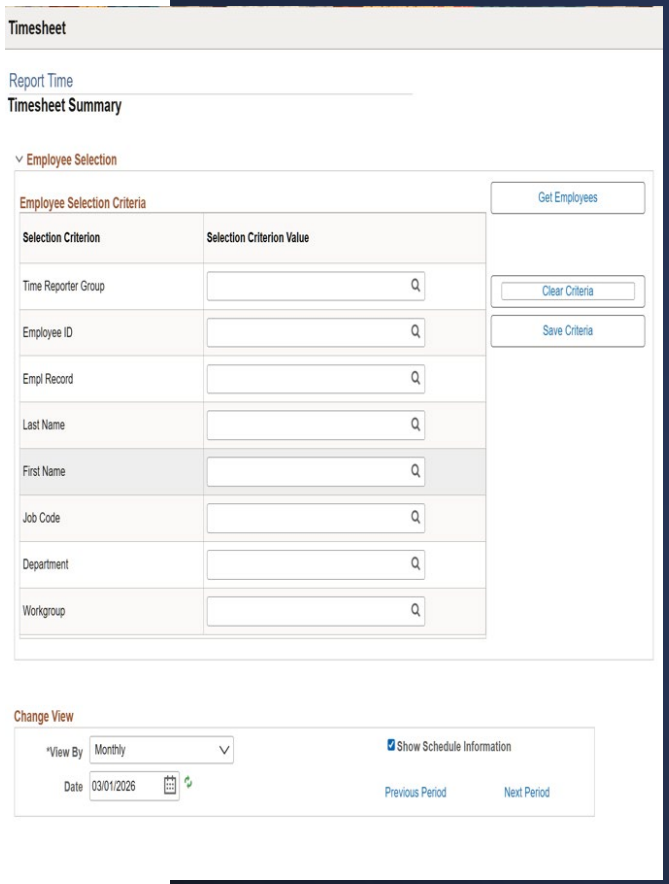
✔Convert minutes using the partial hours chart

✔Time must be approved before payroll deadlines to ensure payment



Reviewing Employee Time (Manager / Timekeeper)

- Navigate **to Manager Self Service → Time Management**
- Select **Report Time → Timesheet**
- Enter Selection Criteria
- Click Get Employees
- Review employee time entries



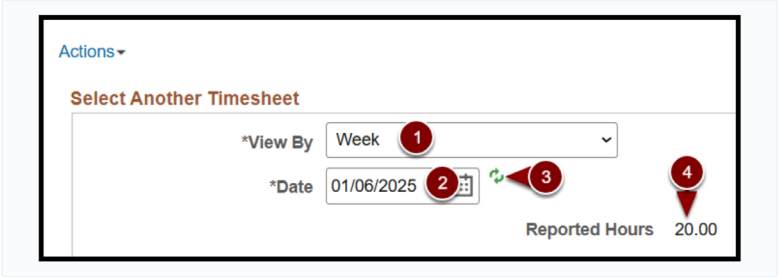
Knowledge Base

Review Employee Time (Manager, Timekeeper or Payroll)

Review Employee Time (View Totals Week)

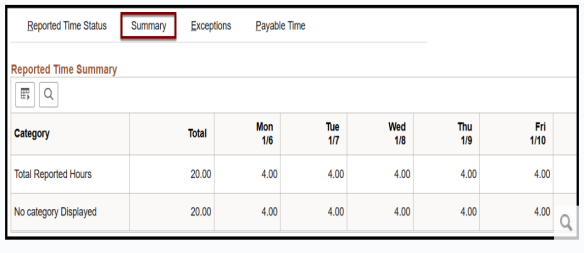
Step 1

- In the **View By** field, select **Week**
- Select the date to review
- Click **Refresh**
- Confirm the total number of reported hours



Step 2

- To see reported hours by day, click the Summary tab



Reviewing Time (Once Approved)

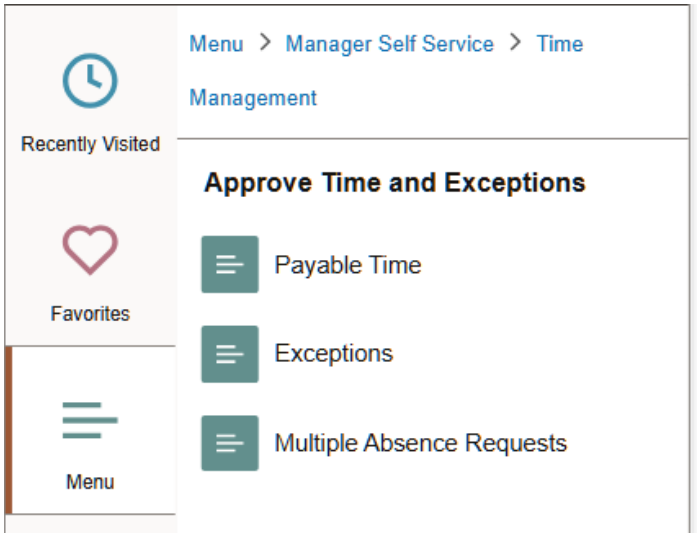
- Navigate to **Manager Self Service → Time Management → Approve Time and Exceptions → Payable Time**

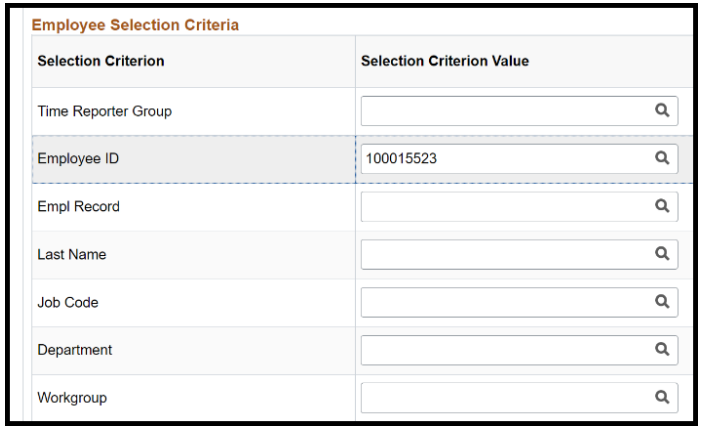
🚫 **Do not use the Approvals tile**

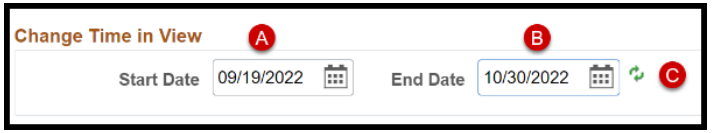
🚫 Do not use **Pushback** (feature not working)

📚 **Knowledge Base**

Approve Time (Manager)

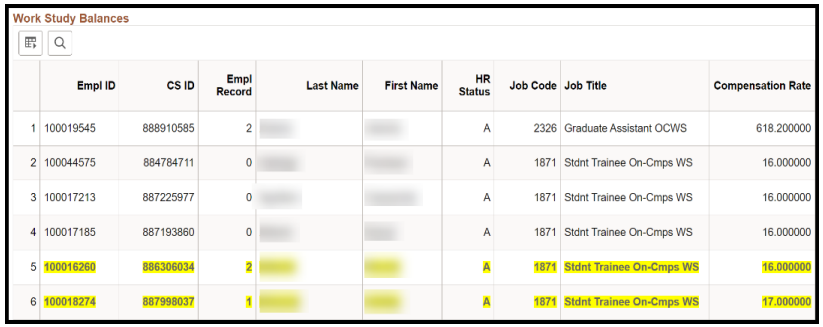






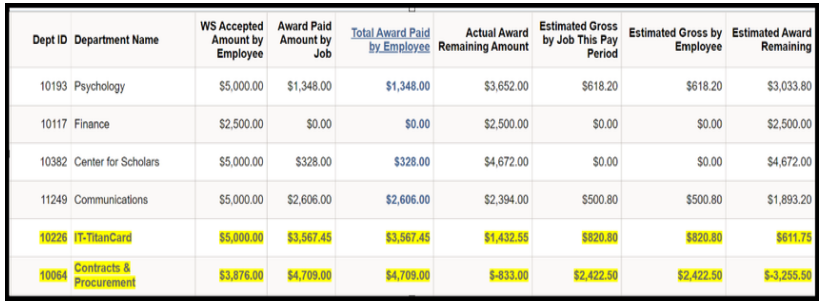
View Work Study Balance

- Navigate to **View Work Study Balance**
- Enter **Employee ID**
- Click **Get Employees**
- Review **awarded vs. used balance**
- Confirm **remaining eligibility**



Work Study Balances

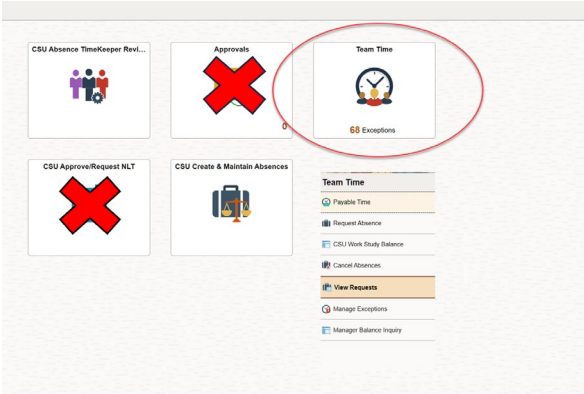
	Empl ID	CS ID	Empl Record	Last Name	First Name	HR Status	Job Code	Job Title	Compensation Rate
1	100019545	888910585	2			A	2326	Graduate Assistant OCWS	618.200000
2	100044575	884784711	0			A	1871	Stdnt Trainee On-Cmps WS	16.000000
3	100017213	887225977	0			A	1871	Stdnt Trainee On-Cmps WS	16.000000
4	100017185	887193860	0			A	1871	Stdnt Trainee On-Cmps WS	16.000000
5	100016260	886306034	2			A	1871	Stdnt Trainee On-Cmps WS	16.000000
6	100018274	887998037	1			A	1871	Stdnt Trainee On-Cmps WS	17.000000



Dept ID	Department Name	WS Accepted Amount by Employee	Award Paid Amount by Job	Total Award Paid by Employee	Actual Award Remaining Amount	Estimated Gross by Job This Pay Period	Estimated Gross by Employee	Estimated Award Remaining
10193	Psychology	$5,000.00	$1,348.00	$1,348.00	$3,652.00	$618.20	$618.20	$3,033.80
10117	Finance	$2,500.00	$0.00	$0.00	$2,500.00	$0.00	$0.00	$2,500.00
10382	Center for Scholars	$5,000.00	$328.00	$328.00	$4,672.00	$0.00	$0.00	$4,672.00
11249	Communications	$5,000.00	$2,606.00	$2,606.00	$2,394.00	$500.80	$500.80	$1,893.20
10226	IT-TitanCard	$5,000.00	$3,567.45	$3,567.45	$1,432.55	$820.80	$820.80	$611.75
10064	Contracts & Procurement	$3,876.00	$4,709.00	$4,709.00	$-833.00	$2,422.50	$2,422.50	$-3,255.50

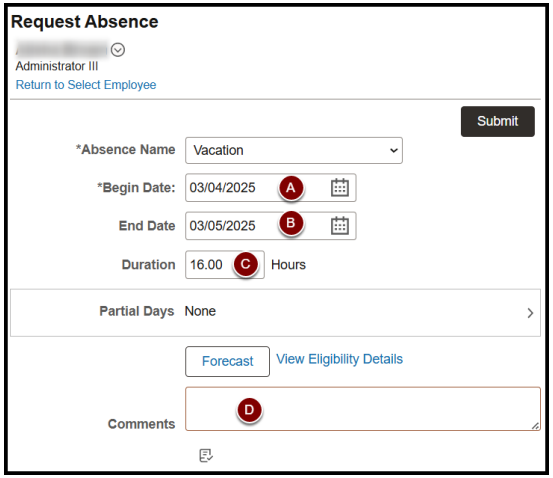
Knowledge Base
View Work Study Balance

Request Absence for Employee (Manager / Timekeeper)



Option 1

- Select **Team Time → Request Absence**
- Select the employee(s) and continue
- Select **Absence Name** & date(s)
- Review details and select **Forecast** (if visible)
- Add comments/attachments if needed, then **Submit & Yes** to confirm



💡 Once the request is submitted, you must approve if you are the approver

💡 **Partial Days**: To enter a partial day, select the Partial Days section.

📚 **Knowledge Base**

Request Absence for Employee (Manager)

4: Type in Chat

Absence Request Fix

An absence request is incorrect.

What should the employee do?

A. Ignore it

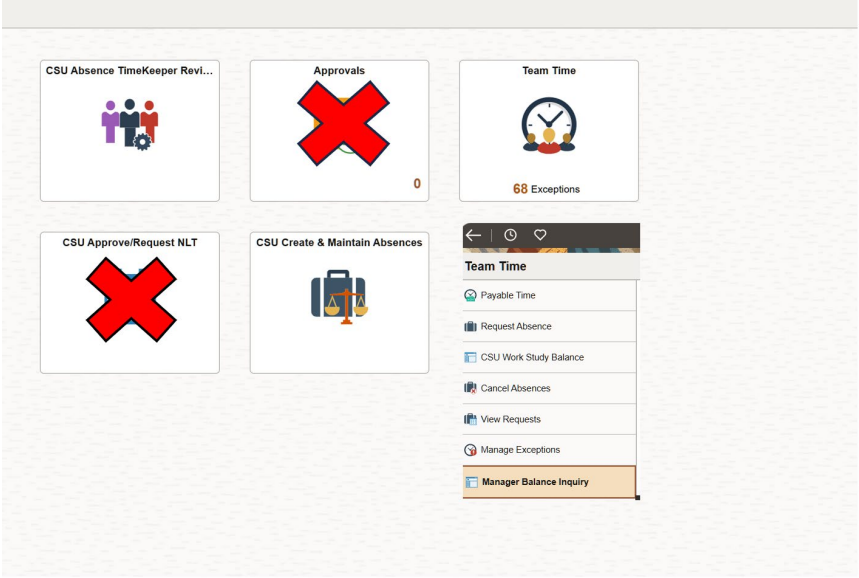
B. Submit another request

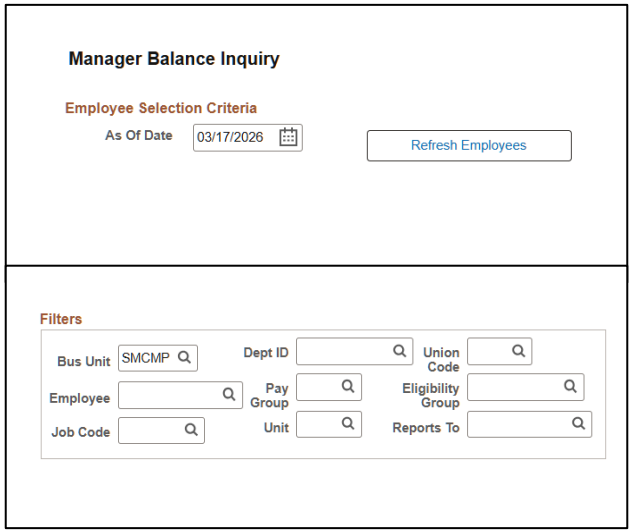
C. Cancel and resubmit



Viewing Absence Balances (Manager / Timekeeper)

- Navigate to **Manager Self Service → Time Management → Absence Balance Inquiry**
- Enter Employee/Department & “As of” date
- Click **Refresh Employees**
- Select employee(s) to view balances
- Click **Continue** to view details





Knowledge Base

[Absence Balance Inquiry (Manager / Timekeeper)]

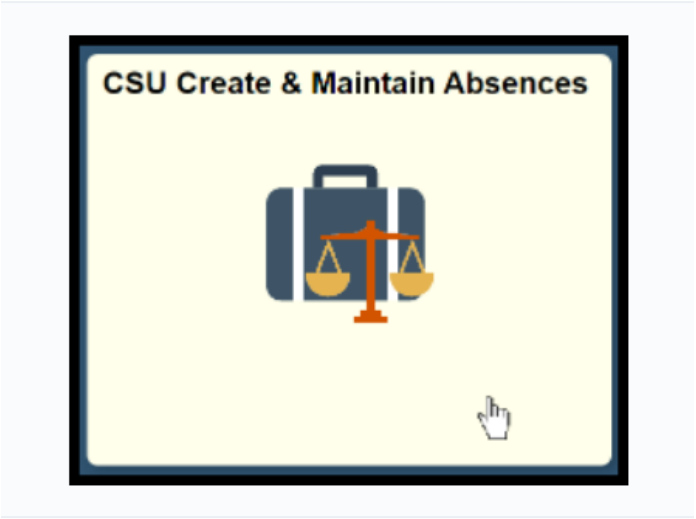
Maintain Balances (Manager / Timekeeper)

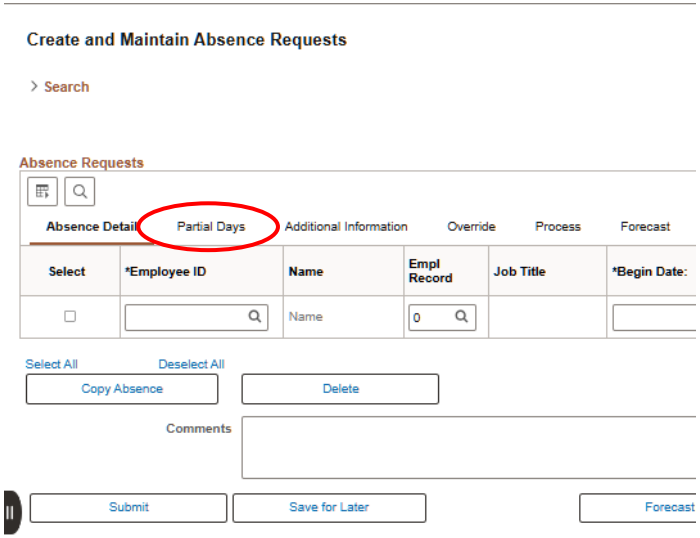
- Navigate to **Maintain Absences** from the home page
- Enter **employee** & **date range**
- Click **Search**
- Review and update absence entries
- **Save** changes

💡 Approvers can request absences here, including partial days; requests require separate approval

📚 **Knowledge Base**

Maintain Absences (Manager / Timekeeper)

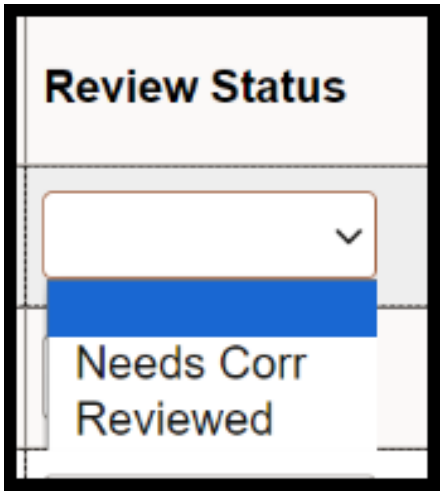




Timekeeper Absence Review

- Navigate to **Manager Self Service → Time Management → Timekeeper Absence Review**
- Select **employee(s) or select All**
- Click **Continue**
- Review absences and set **Review Status**
- Click **Save/Submit**



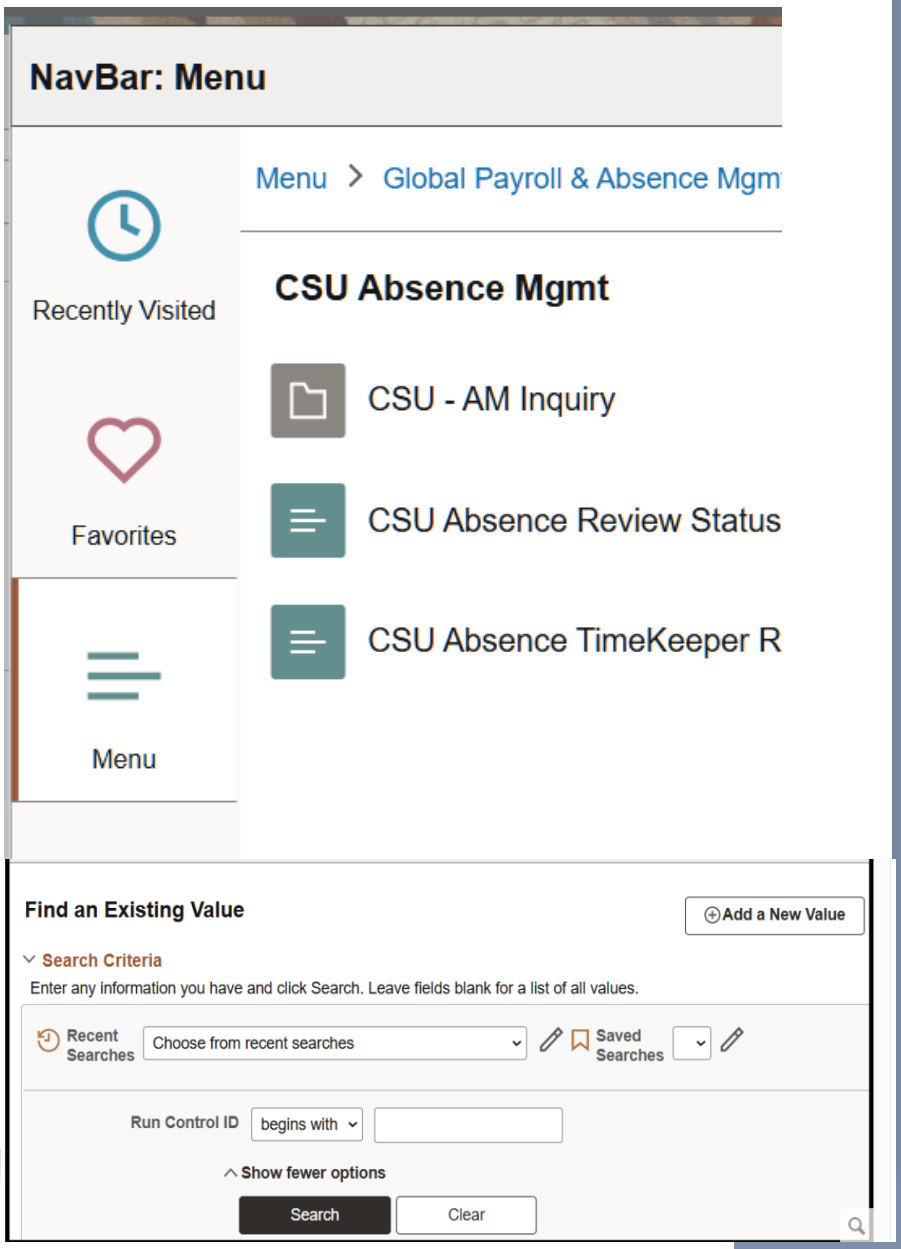


📚 **Knowledge Base**

Timekeeper Absence Review

AM Reports

- Navigate to **Global Payroll & Absence Mgmt → CSU Absence Management → Select Report**
- Select **Run Control ID** (or *Add New Value*)
- Enter **Department/Employee & Period ID (pay period)**
- Select a **report name** to run
- Review or download results (Excel)



Why Pay Gets Delayed

- ❌ **Missing approvals**
- ⏰ Late time entry
- 🔍 Incomplete review
- 🗓️ Late absence submissions

👉 *Most delays come down to timing and approvals*

CHRS Tips to Save You Time

Download	**Download to Excel** (use spreadsheet icon) 
Sort	**Sort data** (click column headers) 
Bookmark	**Bookmark pages** (click ❤️ Favorites icon) 
Navigate	**Navigate** via NavBar or Homepage Tiles 

Small shortcuts that save time and reduce errors

📊 Poll 3:

What Went Wrong?

- Employee entered time ✓
- Timekeeper reviewed ✓
- Still paid late ❌

What most likely went wrong?

A. Wrong TRC

B. Manager didn’t approve

C. System error

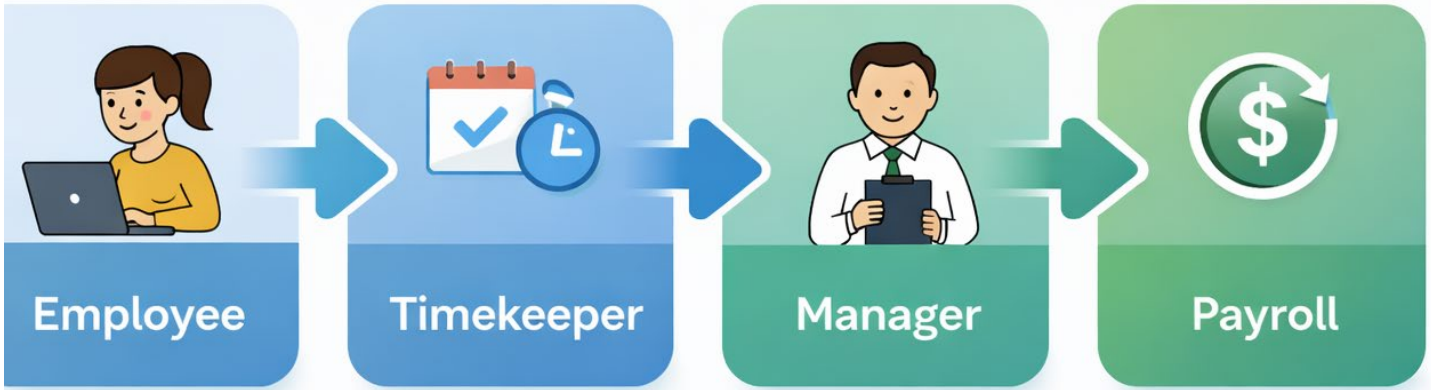


Approving Time & Absences Manager Self Service (MSS)



- Review time before manager approval
- Reviewing absences
- Audit and correct issues early
- What typically delays pay

Process Flow



Before You Approve - Quick Check

⏱️ Does the time entered look accurate?

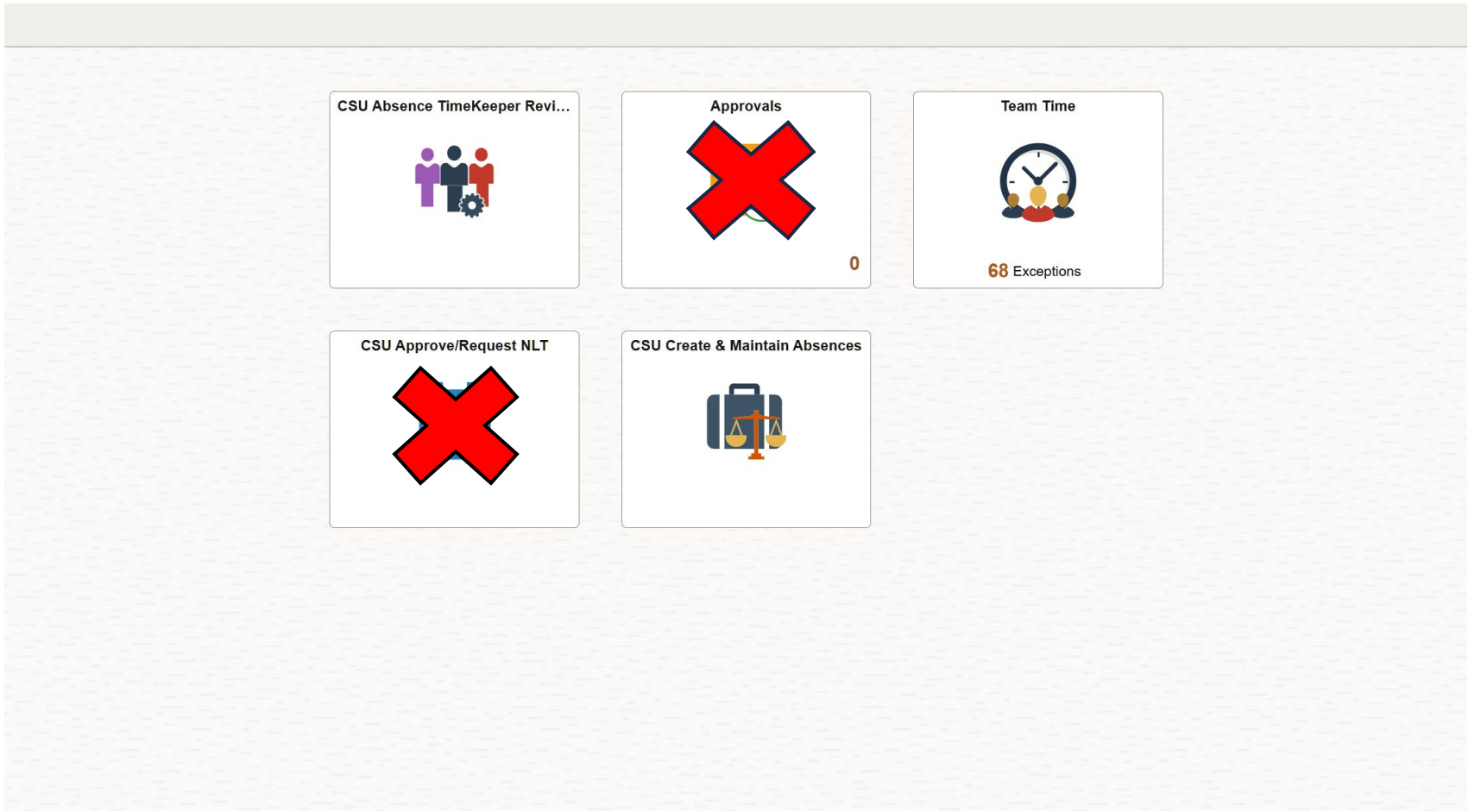
⚖️ Are balances sufficient?

⚠️ Are there any unresolved issues?

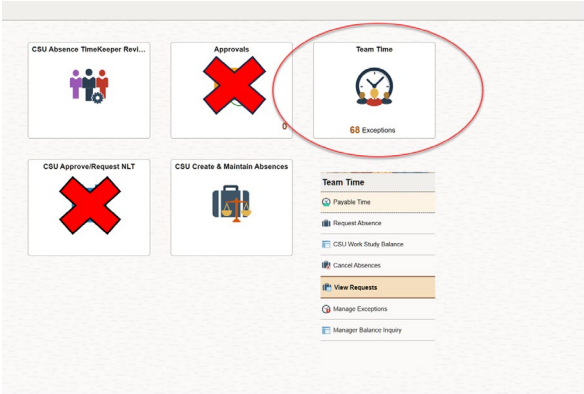
⏰ Is approval completed before deadlines?

👉 **Missing any of these can delay pay**

Approver Page

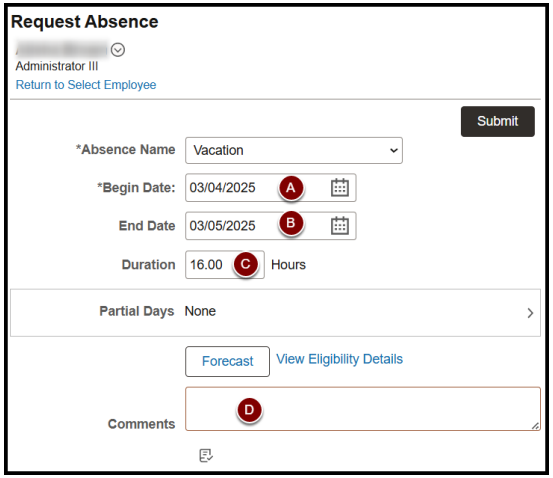


Request Absence for Employee (Manager / Timekeeper)



Option 2

- Select **Team Time → Request Absence**
- Select the employee(s) and continue
- Select **Absence Name** & date(s)
- Review details and select **Forecast** (if visible)
- Add comments/attachments if needed, then **Submit & Yes** to confirm



💡 Your request is submitted; you must approve if you are the approver

💡 To enter a partial day, select the Partial Days section

📚 **Knowledge Base**

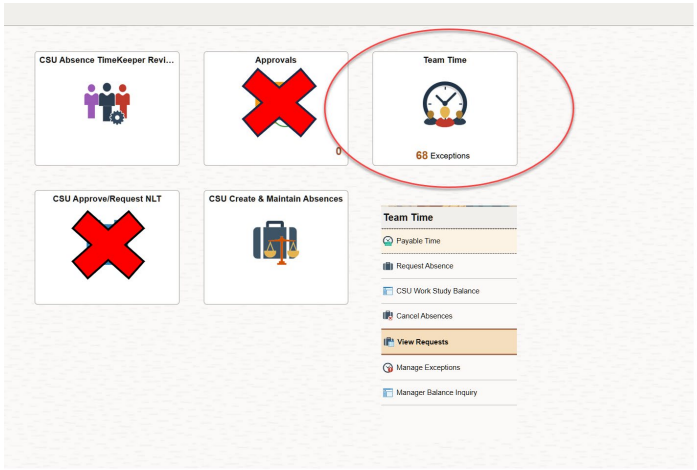
Request Absence for Employee (Manager)

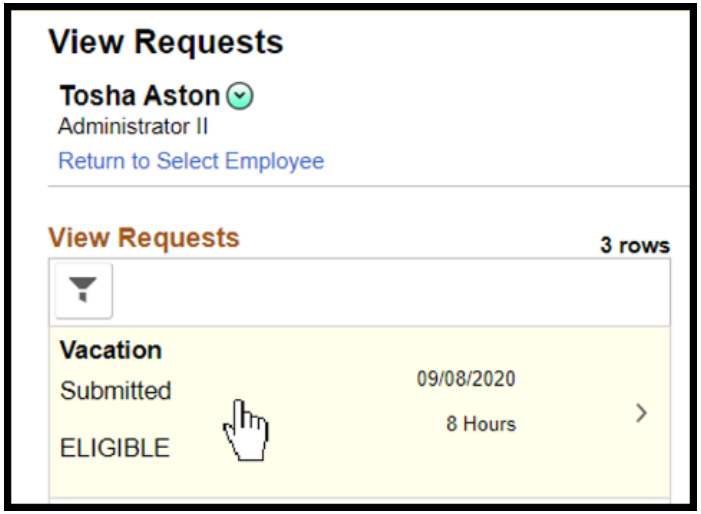
View Absence Requests

- Select **Team Time** on the homepage
- Select **View Requests**
- Review submitted absence requests for your team
- Check details such as:
  - Absence type
  - Dates and hours
  - Current status
- Approve, deny, or request corrections as needed

Knowledge Base

View Team Absence Requests (Manager)





Approving Absences

✔️ Submit approval before payroll deadlines

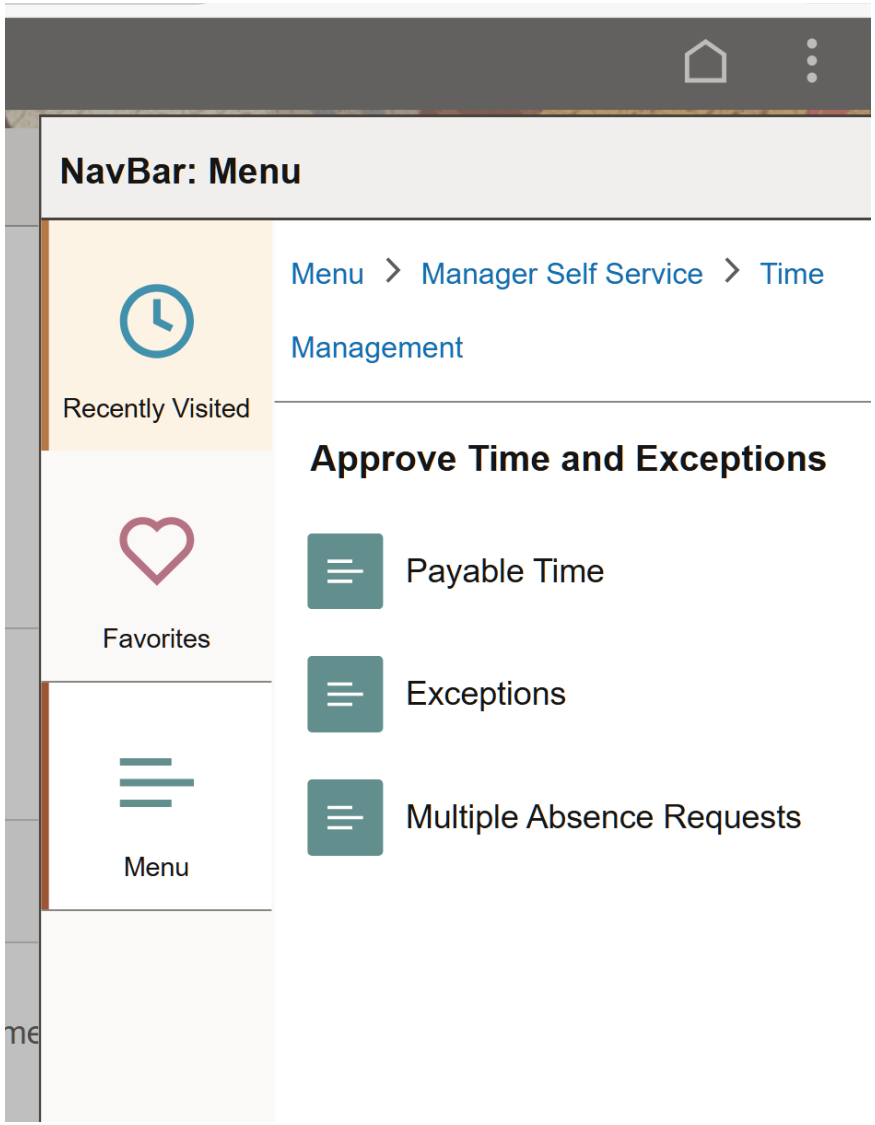
🚫 Do not use the Approvals tile for absence approvals

🗒️ Late approvals delay payroll processing



Approving Absences

- Navigate to **Manager Self Service → Time Management → Approve Time and Exceptions → Multiple Absence Requests**

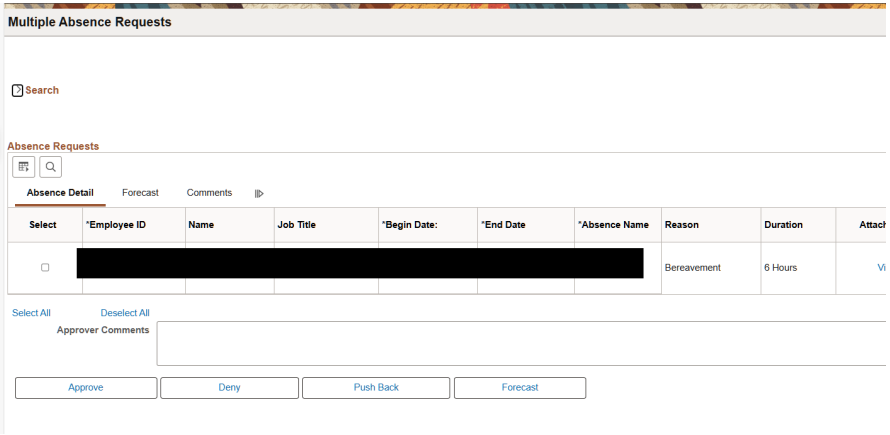


Knowledge Base

Approve Absences (Manager)

Approving Absences

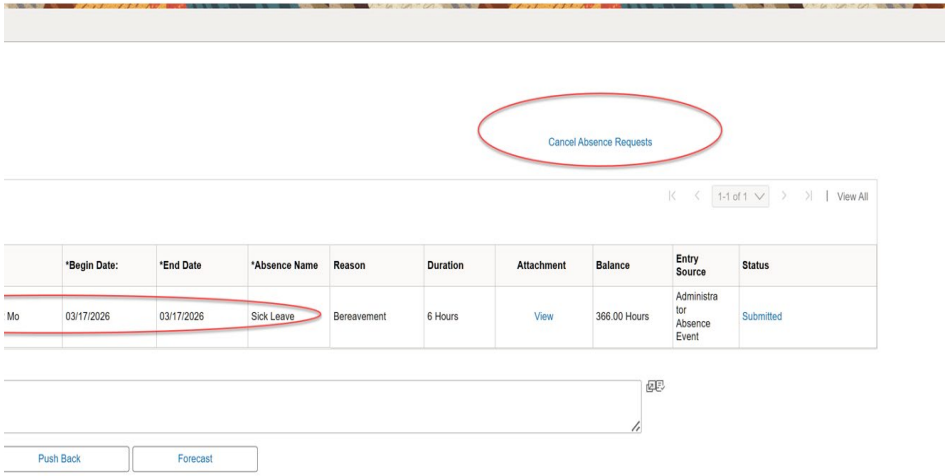
- Review:
  - Absence type
  - Dates and hours
  - Available balance
- Select the employee absence(s) to approve
- Click **Approve** or **Deny**
- Enter Approver **Comments** if needed
- Confirm by clicking **Yes**, then **OK**



🚫 Do not use **Pushback** (feature not working)

Approve Canceled Absence

- Navigate to **Manager Self Service → Time Management → Approve Time and Exceptions → Multiple Absence Requests**
- Click **Cancel Absence Requests**
- Select the **Absence** and click **Approve**
- Click **Yes** to Confirm and then **Ok**



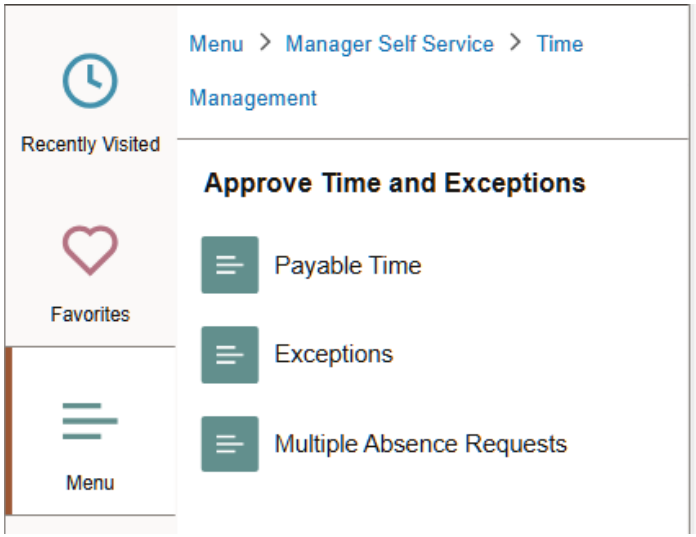
Knowledge Base

Approve Canceled Absence (Manager)

Approving Time (Manager) Hourly, Students, Overtime

- Navigate to **Manager Self Service → Time Management → Approve Time and Exceptions → Payable Time**





🚫 **Do not use the Approvals tile**

✔️ Time must be approved before payroll deadlines to ensure payment

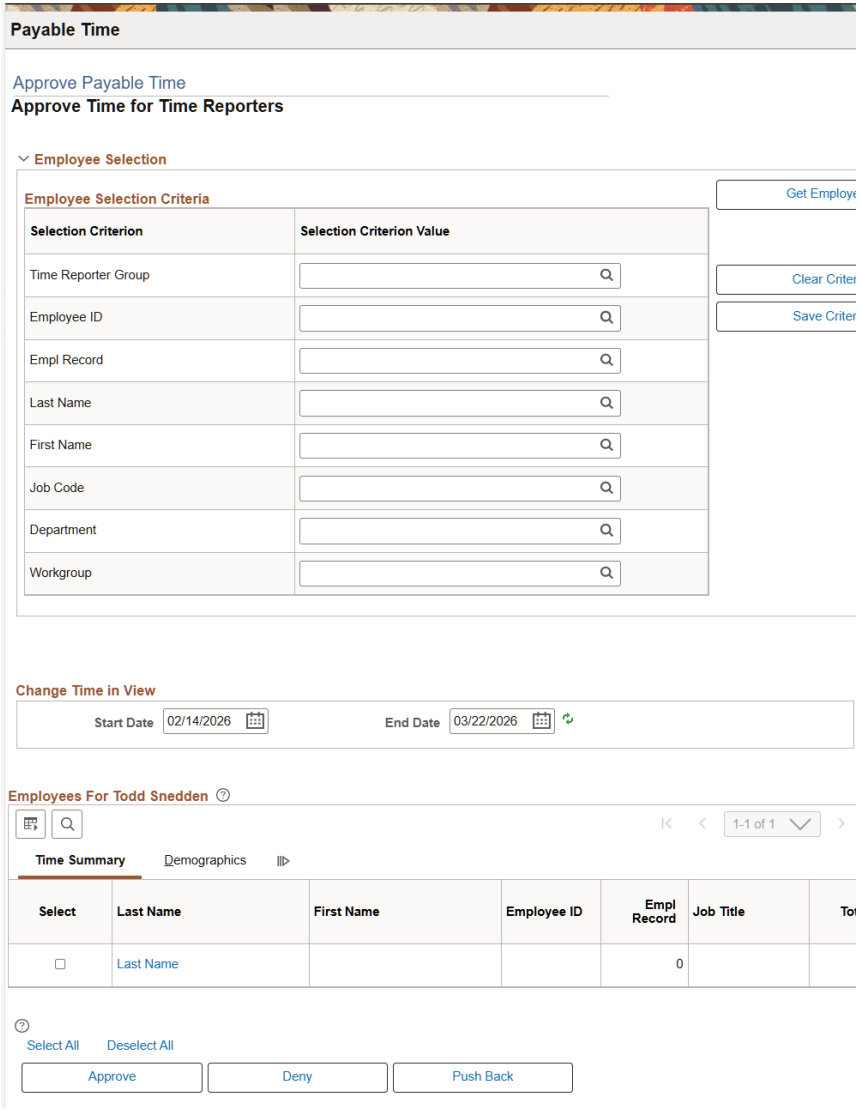
📚 **Knowledge Base**

Approve Time (Manager)

Approving Time (Manager) Hourly, Students, Overtime

- Enter search criteria:
  - Time Reporter Group
  - Date range
- Click **Get Employees** & review employee time entries
- Select employee(s) or specific entries to approve
- Click **Approve** & **Confirm** approval when prompted

💡 **Get Employees** returns all employees, including terminated; use the Time Reporter Group (SM Department ID) filter to show active only



📊 Poll 4:

Approval Timing

An approver misses the payroll deadline.

What happens?

A. Payroll processes it anyway

B. Employee is paid late or next cycle

C. Time auto-approves



Payroll Impact & Key Reminders



- Deadlines, common issues, and resources



Payroll Process Overview

Payroll follows a structured monthly process:

- Employees enter time and absences
- Timekeepers review and resolve issues
- Managers approve before deadlines

💡 Each step must be completed on time for payroll to process correctly

Payroll Deadlines

Absences:

- Must be approved by the 5th business day

Positive Pay (Hourly, Student, Overtime):

- Enter & approved: 5th business day
- Reminder sent: 5th business day
- Follow-up reminder: 7th business day
- First payroll pull: 3 business days before payday
- Final payroll pull: 2 business days before payday

🚨 Late approvals may result in delayed or adjusted pay

📊 Poll 5:

Payroll Deadlines

When must time be approved?

A. Before payday

B. By the 5th business day after the pay period has closed

C. End of the month



Impact of Late Actions

Impact of Late Time or Approvals

- ✓ Employees may be paid late or on the next cycle
- ✓ Manual timesheets may be required
- ✓ Additional processing and follow-up is needed

⚠️ Late actions impact both employees and payroll processing

Why It Matters

Why Timely Entry & Approval Matters

- Late time or approvals = delayed pay
- Delays can create compliance risk
- Timely actions ensure employees are paid accurately & on time

👉 Your role directly impacts payroll outcomes

Key Terms & Resources



Key Terms

Pay Types



Positive Pay

Time-based pay
(hourly, overtime)



Master Pay

Paid automatically (no entry)

Employee Types



Hourly

Paid by hours worked



Salaried

Fixed pay per pay period



Non-Exempt

Eligible for overtime



Exempt

Not eligible for overtime

The following table lists time reporting codes that are used by the CSU.

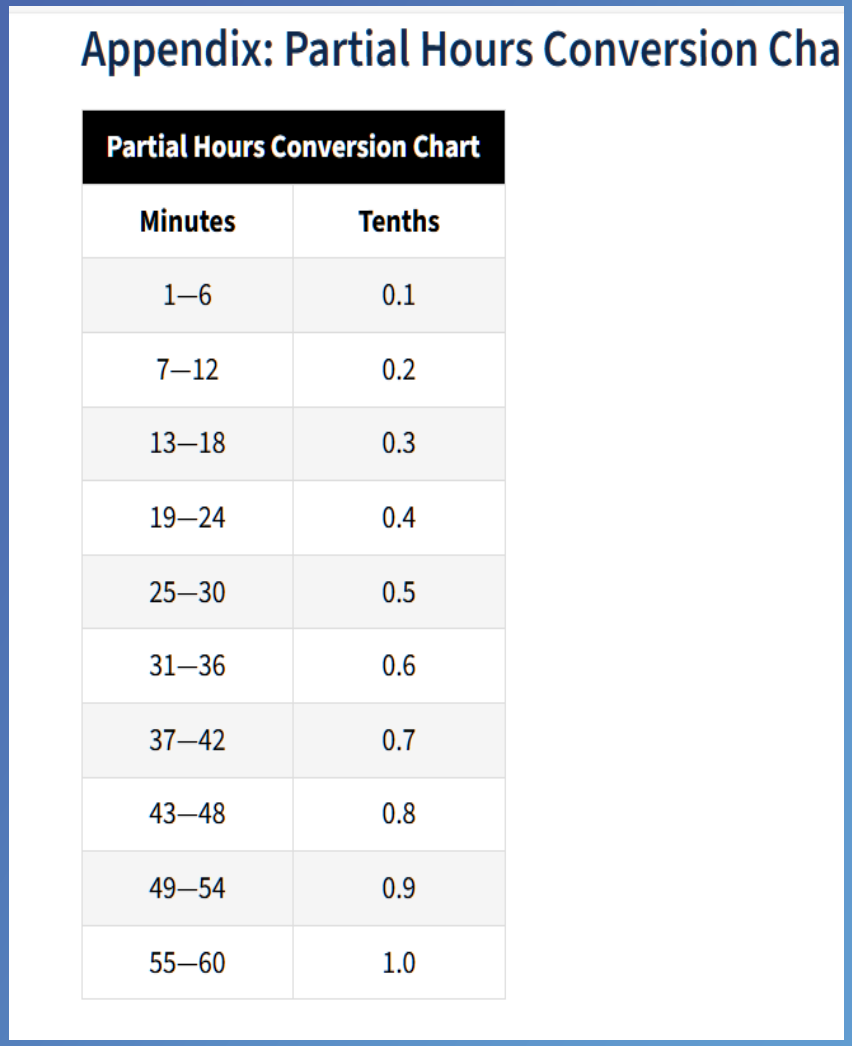
TRC	TRC DESCRIPTION	RATE MULTIPLIER	EARNINGS CODE	OVERRIDE RATE
OF6	Planned Holiday Pay @ 1.5 (OT)	1.5	OF6	0
OTPR	Overtime Paid @ 1.5	1.5	OTP	0
REG	Regular Hours Worked	1	REG	0
CTST	Comp Time Earned @ 1.0	1	HRS	0
CTPR	Comp Time Earned @ 1.5	1	HRS	0
CTO	Comp Time Taken	1	REG	0
CTOPD	CTO Paydown	1	OTS	0
HG5	Planned Holiday Pay @ 1.0	1	HG5	0
HG6	Planned Holiday Pay @ 1.5	1.5	HG6	0
OTST	Overtime Paid @ 1.0	1	OTS	0
OF5	Planned Holiday Pay @ 1.0 (OT)	1	OF5	0
ASBES	Asbestos HazMat Handling Diff	1	AS3	$3
ADO	Additional Day Off Earned	1	HRS	0
AEADJ	ADO Earned Adjustment	1	HRS	0
ATADJ	ADO Negative Adjustment	1	HRS	0
ADOT	Additional Day Off Taken	1	REG	0
SHE08	Shift - Evening R08 (.23)	1	E08	$0.23
SHE1	Shift - Evening R10 (1.50)	1	S10	$1.50
SHG06	Shift - Graveyard R06 (2.30)	1	G06	$2.30
SHG99	Shift - Graveyard Cadet (.28)	1	G99	$0.28
SHGRV	Shift - Graveyard CSUEU (2.30)	1	GCS	$2.30
SHN08	Shift - Night R08 (2.20)	1	N08	$2.20
SHN10	Shift - Graveyard R10 (2.50)	1	G10	$2.50
SHS06	Shift - Swing R06 Diff (1.30)	1	S06	$1.30
SHS99	Shift - Swing Cadet Diff (.23)	1	S99	$0.23
SHSWG	Shift - Swing CSUEU (1.35)	1	SCS	$1.35
SHSUN	Shift - Sunday R10 (2.50)	1	U10	$2.50
SHU06	Shift - Sunday R06 Diff (1.30)	1	S06	$1.30
CBWK	Callback Worked 2.5 Unit 10	2.5	CBW	0

Time Reporting Codes (TRC)

Knowledge Base

Time Reporting Codes

Partial Hours Conversion Chart



Appendix: Partial Hours Conversion Cha

Partial Hours Conversion Chart	
Minutes	**Tenths**
1—6	0.1
7—12	0.2
13—18	0.3
19—24	0.4
25—30	0.5
31—36	0.6
37—42	0.7
43—48	0.8
49—54	0.9
55—60	1.0

📚 **Knowledge Base**

Partial Hours Conversion Chart

Absence Type	Long Descr	Short Descr
ADM	Administrative Leave Paid	Admin Lve
BRV	Bereavement	Bereavemnt
BNM	Bone Marrow	Bone Marro
CFR	California Family Rights Act	CFRA
CIT	Citizens Necessity	Citizens N
DCK	Dock	Dock
ECL	Ed Code Maternity Leave	ECML
FML	Family Medical Leave	FML
MIL	Family Medical Leave Military	MIL
JRY	Jury Duty	Jury Duty
MPA	Maternity/Paternity/Adoption	MPA
ODL	Organ Donor Leave	OrganDonor
OTH	Other	Other
PHL	Personal Holiday	Pers Hol
CPD	Pregnancy Disability	CPD
PDL	Professional Development	Profession
SVR	Service Member Care	Service Me
SCK	Sick Leave	Sick
UBR	Union Business Release Time	Union Busn
UNL	Union Leave	Union Lve
VAC	Vacation	Vac
VOT	Voting	Voting
WTS	Witness	Witness

Absence Takes Types

📚 **Knowledge Base**

Absence Take Types

5: Type in Chat

Final Knowledge Check

True or False?

A. Timekeepers approve time

B. Employees request absences in ESS

C. Late approvals delay pay

D. TRC selection doesn’t matter



Next Steps

Begin using CHRS as soon as you receive access (March 25)

Explore the system and familiarize yourself with navigation

Ensure your employees:

- Log in and access CHRS
- Review and update their personal details
- Enter time for March and ongoing **pay periods**

Monitor time entry and approvals **daily** (as activity occurs)

Review, correct, and **escalate issues early** to avoid delays

Use the **Knowledge Base**, attend office hours, or submit a **service ticket** for support

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Office Hours Schedule

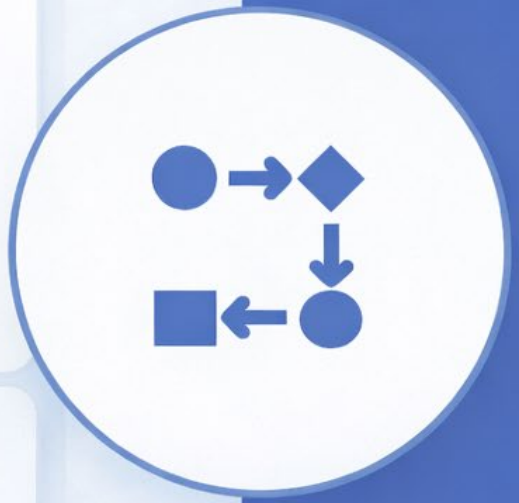
After Go-Live: Getting Support

- Drop-in office hours @ Kellogg 2000
  - 10am–4pm: 3/25, 3/26, 3/30
  - 11am–4pm: 4/1
  - 10am–4pm: 4/2, 4/29, 4/30

Zoom Office Hours (same days as above)

- 11am–12pm and 2pm–3pm

Submit a support ticket for assistance



Final thoughts and wrap up



That’s everything—
any final questions before we wrap up?

Need Help? Start Here



Knowledge Base
Step-by-step guides and job aids



Timekeeper / Manager
Your first point of contact



Payroll Website
Deadlines and payroll updates



Ask Early
Ask questions before payroll deadlines

Where to get answers and avoid delays

Advanced Training — Coming Soon

For more advanced topics, additional training will be available:

- **FLSA & CSU overtime rules**
- **CTO** limits, payouts, and carryover
- **AWS** & plus/minus hours
- **Leave compliance** & accrual scenarios
- **Escalation steps** & complex corrections

Schedule and details will be shared soon

Resource Links

- CSUSM CHRS Webpage
- Service Ticket Link
- CHRS Knowledge Base
- Payroll Website
- CSU Collective Bargaining Agreements



You've Completed This Stop on Your CHRS Journey





Thank You!

We are here to support you as you get started.

