Manager/Lead Quick Links

Common Human Resources System

LEARNING ITINERARY

Learn How to Navigate in CHRS

Introduction Video

ABSENCE & TIME MANAGEMENT

View Your Team's Absence Requests

Approve Your Teams' Absences

Approve a Canceled Absence

Request Absence for an Employee

View Your Teams' Absence Balances

Approve Time (Manager)

HOURLY EMPLOYEE TIME

Hourly/ Intermittent & Hourly Student Employee Time

Review and Approve Hourly & 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 CSUSM 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'.**

Enter Time for Hourly or Student Employee

Time Reporting Codes (TRCs)

TEMPORARY ACADEMIC EMPLOYMENT (TAE)

Approve Temporary Academic Appointments

This document provides quick access to CHRS training materials for individuals that perform Manager/Lead responsibilities.

Please also refer to the "Staff/MPP" quick links guide for information related to employee self-service functions.

CHRS