Staff/MPP Quick Links

Common Human Resources System

LEARNING ITINERARY

Learn How to Navigate in CHRS

Introduction Video

ABSENCE & TIME MANAGEMENT

- **Request & Enter Absences**
- **Request Partial Day Off**
- **Cancel Your Absence Request**
- **View Your Absence Balances**
- **Register for Cal Employee Connect**

PERSONAL PROFILE

- **Update Your Contact Details**
- **Add/Update Your Emergency Contacts**
- **Update Your Address Information**
- **Update Your Preferred Name**
- **Update Your Veteran Status**

BENEFITS

- **View Your Benefits Summary**
- **How to Enroll in Benefits**
- **Employee Benefits Confirmation Statements**
- **Print Dependent Verification Forms**

CAL EMPLOYEE CONNECT

Register for Cal Employee Connect (CEC)

***Use CEC to view your paycheck, access your W-2, enroll in direct deposit, and update your withholdings.**

This document provides quick access to CHRS training materials for Staff and MPP employees.

If you are also an attendance clerk or if you are staff in an academic department, please also refer to the “Attendance Clerks” and “Academic AAS/ASC/ASA” quick links documents.

CHRS