Time Keeper Quick Links

Common Human Resources System

LEARNING ITINERARY

Learn How to Navigate in CHRS

Introduction Video

WORKFORCE ADMINISTRATION	**Search Employee Job Data**
ABSENCE & TIME MANAGEMENT **Hourly/ Intermittent & Hourly Student Employee Time**	**Review Employee Time** **Update Employee Time** **Review & Approve Hourly and Student Employee Time** **Enter Time for Hourly or Student Employee** **Time Reporting Codes (TRCs)** **Partial Hours Conversion Chart** **View Work Study Balance**
ABSENCE & TIME MANAGEMENT **Main Payroll**	**View Balance Inquiry** **Timekeeper Maintain Absences** **Timekeeper Absence Review** **Request Partial Day Off** **Review Employee Time**

This document provides quick access to CHRS training materials for individuals that perform Attendance Clerk responsibilities. This includes Student Payroll Attendance Clerks and Master Payroll Attendance Clerks.

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 AAS/ASC/ASA” quick links document.

CHRS