

## Training Guide for Timekeepers and Managers/Approvers

Time & Labor (TL) and Absence Management (AM) Processes

Quick Reference	
Click the job aids below for instructions, which include a brief “how to” video.	
CSU Time for Employees	Approvers
<a href="#">Request Absences</a>	<a href="#">Approve Absence Requests</a>
<a href="#">Report No Leave Taken (NLT)</a>	<a href="#">Approve No Leave Taken (NLT)</a>
<a href="#">Enter Hourly Time via the Timesheet</a>	<a href="#">Approve Payable Time (Timesheets)</a>

Online Training
<b>Video:</b> <a href="#">Learn to Navigate and Create Favorites in CHRS</a> - important for Approvers
<b>E-Course:</b> <a href="#">Time, Labor and Absence Management for Managers and Timekeepers e-course</a>

Time & Labor (TL) Job Aids and Videos			
Mid-Monthly Paid Employees (including hourly, and non-regular time)			
Action	Employee (E)	Timekeeper (T)	Manager / Approver (M)
Employee Job Aids			
<a href="#">Timesheet: Employee Enter Time Worked</a> (called Elapsed Time)	E		
Options:			
• <a href="#">Partial Hours Conversion Chart</a>			
• <a href="#">Time Reporting Codes Chart</a>	E		
• <a href="#">Compensatory Time Earned and Taken (CTO)</a>	E		
• <a href="#">Shift Differential</a>	E		
• <a href="#">Additional Days Off</a> (for special groups, UPD, FM)	E		
Timekeeper and Approver Job Aids			
<a href="#">Approve or Deny Time</a> (also called Payable Time or Timesheet)			M
Options:			
• <a href="#">Enter Time for Employee (Timesheet)</a>		T	M
• <a href="#">Review Employee Time (Timesheet)</a>		T	M
• <a href="#">View Work Study Balance</a>		T	M

<b>Mid-month paid employees include:</b> <ul style="list-style-type: none"> <li>• Student Assistant</li> <li>• Instructional Student Assistant (ISA)</li> <li>• Hourly Intermittent Employee</li> <li>• Casual Worker</li> </ul>	<b>Approvers include:</b> <p>For Time &amp; Labor (TL), approvers are part of a “dynamic group” that can view all employees in a group, such as a Dept ID.</p> <ul style="list-style-type: none"> <li>• Because approvers can view all employees in the group, they must carefully select only the employees they wish to approve.</li> </ul>
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| <ul style="list-style-type: none"> <li>Non-exempt Staff submitting non-regular time (e.g., OT, shift diff) in addition to Absences</li> </ul> | <ul style="list-style-type: none"> <li>No notifications are available for TL submissions.</li> </ul> |
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Absence Management (AM) Job Aids and Videos for Salaried Employees			
Action	Employee (E)	Timekeeper (T)	Reports To / Manager (M)
<b>Employee Job Aids</b>			
<b>Request and Management Absences (for Self)</b>	E		
<ul style="list-style-type: none"> <li><a href="#">CSU Employee Balance Inquiry</a> (for Self)</li> </ul>	E		
<ul style="list-style-type: none"> <li><a href="#">Partial Days Off</a> (for Dept Chairs)</li> </ul>	E		
<ul style="list-style-type: none"> <li><a href="#">View Max Vacation and CTO Chart</a></li> </ul>	E	T	M
<b>CSU Report No Leave Taken (for Self)</b>	E		
<a href="#">Cal Employee Connect</a> to view Paycheck and Compensation History	E		
<b>Absences – Timekeeper and Approver Job Aids</b>			
<b>Approve Absence Requests</b>			M
<ul style="list-style-type: none"> <li>Options: Approve or Deny</li> </ul>			
Required: <a href="#">Approve Cancelled Absence</a>			M
Options:			
<ul style="list-style-type: none"> <li>If employee unavailable, <a href="#">Maintain/Create Absences</a></li> </ul>		T	M
<ul style="list-style-type: none"> <li><a href="#">Timekeeper Absence Review</a></li> </ul>		T	(M)
<ul style="list-style-type: none"> <li><a href="#">Balance Inquiry</a></li> </ul>		T	M
<ul style="list-style-type: none"> <li><a href="#">View Team Absence Requests</a></li> </ul>			M
<ul style="list-style-type: none"> <li><a href="#">Cancel Employee Absence</a></li> </ul>			M
<b>No Leave Taken – Timekeeper and Approver Job Aids</b>			
<b>Approve No Leave Taken</b>			M
Options:			
<ul style="list-style-type: none"> <li><a href="#">View No Leave Taken Report</a></li> </ul>		T	M
<ul style="list-style-type: none"> <li>If employee unavailable: <a href="#">Enter No Leave Taken on Behalf of Employee</a></li> </ul>		T	M

**Salaried employees include:**

- Faculty
- Staff (exempt and non-exempt)
- Manager / Administrator
- Teaching Associate (TA)
- Graduate Assistant (GA)
- Some hourly employees

**Approvers include:**

For Absence Management (AM), the approver is the “reports to” for the position.

- When an employee submits an “absence request” in CHRS, their “reports to” will be notified via email.
- No notifications are available for “No Leave Taken” submissions.

# CHRS

## Common Human Resources System

[Sac's CHRS Website](#) | [Training and Instructions](#) | [CSU's CHRS Knowledge Base](#)

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