

Faculty/Graduate Assistants/Teaching Associates

This document provides quick access to CHRS training materials for Faculty, Graduate Assistant, and Teaching Associate employees.

CHRS Introduction

Video Video Guide: Learn how to [Navigate in CHRS](#)

Temporary Academic Employment

Website [Faculty Affairs TAE Module Resources Webpage](#)

Job Aid Learn how to [View Your Appointment Notification](#)

Absence Management

Job Aid Learn how to [Request and Enter Absences](#)

- If you need to enter multiple requests, navigate out of the page and then back into the page
- After you submit your request your Reports-To will be able to approve or deny your request. You will receive an email when completed
- If you are less than Full Time (1.0 FTE), refer to the [Request Partial Days Off](#) Guide. Work with your College Office to determine the appropriate number of hours per day to report

Learn how to [View Your Absence Requests](#)

Learn how to [Cancel Your Absence Requests](#)

Learn how to [Resubmit a Canceled Absence](#)

Learn how to [View Your Absence Balance](#)

Personal Details

Job Aid Learn how to [Update Personal Contact Details](#)

Job Aid Learn how to [Add or Update Your Emergency Contacts](#)

Job Aid Learn how to [Update Your Address Information](#)

Job Aid Learn how to [Update Your Veteran Status](#)

Job Aid Learn how to [Update Your Disability Status](#)

Job Aid Learn how to [Update Your Final Paycheck Designee](#)

Job Aid Learn how to [Update Your Preferred Name](#)

Job Aid Learn how to [Update Your Ethnicity](#)

Benefits (for benefit eligible faculty)

Video Video Guide: [Enrolling in Benefits as a New Hire](#)

Job Aid Learn how to [Enroll in Benefits as a New Hire](#)

Job Aid Learn how to [Print Employee Benefits Confirmation Statements](#)

Job Aid Learn how to [View Your Benefits Summary](#)

Job Aid Learn how to [Print Dependent Verification Forms](#)

Job Aid Learn how to [Enter a Life Event](#) or [Cancel a Life Event](#)

- [Life Event Type Examples](#)