

Manager/Lead

This document provides quick access to CHRS training materials for individuals that perform manager/lead responsibilities. Additional role-specific resources are provided for administrative functions.

CHRS Introduction

- Job Aid Video Guide: Learn how to [Navigate in CHRS](#)
- Job Aid Learn how to [Find Employees with CSU ID Search](#)

Absence and Time Management

- Job Aid Learn how to [Approve your Teams' Absences](#)
- Job Aid Learn how to [Approve a Canceled Absence](#)
- Job Aid Learn how to [View your Teams' Absence Balances](#)
- Job Aid Learn how to [Request Absence for an Employee](#)
- Job Aid Learn how to [Review and Approve Your Teams' Compensatory Time Off \(CTO\)](#)
 - Time Reporting Code = CTO
CTO usage (taken) is the only entry completed by employees.
At this time, Sonoma will not be using CTO earned functionality and Overtime forms must still be completed and submitted to Payroll or the department timekeeper.

Hourly/Intermittent (Includes staff and student employee)

- Job Aid Learn how to [Review, Approve \(or Deny\) Your Hourly/Int Staff and Student Employee Time](#)
 - When approving student employee time, be mindful to only approve your students (you will see all students in a Dynamic Group).
 - o Filter your search results by using search criteria.
 - o Review the [Payroll Calendar](#) to identify appropriate pay periods.
 - When denying time, be sure to communicate with the employee. There are no automatic notifications generated by the system. Do not use 'Pushback'.
 - Managers should view and allow exceptions that are created with time entry.
- Job Aid Learn how to [Enter Time for your Hourly/Int Staff and Student Employee](#)
 - If a manager or timekeeper enters time for an employee, the manager will still have to navigate to the Payable Time approval page to approve that time.
- Job Aid View the [Time Reporter Codes \(TRCs\)](#)
 - The only time reporting codes that should be entered by the employee are:
Reg (hourly only), CTO and ADOT
 - Any others should be entered by Payroll or the department timekeeper.

Temporary Academic Employment (TAE)

- Website [Faculty Affairs TAE Module Resources Webpage](#)
- Job Aid Learn how to [Approve TAE Appointment](#)
- Job Aid Learn how to [Cancel a TAE Appointment](#)
- Job Aid [For additional TAE training resources, refer the Academic AAS/ASC/ASA form](#)