

Staff/MPP

This document provides quick access to CHRS training materials for Staff and MPP employees. Additional role-specific resources are provided for administrative functions.

Absence and Time Management

Job Aid	<p>Learn how to Request and Enter Absences</p> <ul style="list-style-type: none"> • 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 job aid. Work with your College Office to determine the appropriate number of hours per day to report. <p>Learn how to Request Partial Day Off (part time and non-exempt employees)</p> <p>Learn how to View Your Absence Requests</p> <p>Learn how to Cancel Your Absence Requests</p> <p>Learn how to Resubmit a Canceled Absence</p> <p>Learn how to View Your Absence Balance</p> <p>Learn how to Enter Compensatory Time Off (CTO)</p>
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Hourly/Intermittent Employees

Website	Learn how to Enter Your Hourly Time Worked (Elapsed Time)
Job Aid	Learn how to Enter Your Hourly Time Worked (Webclock)
Website	Learn how to Enter Your Hourly Time Worked (Punchtime)
Job Aid	Learn how to convert Partial Hours using this Conversion Chart
Job Aid	Learn how to Confirm Payable Time

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

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 <ul style="list-style-type: none"> • Life Event Type Examples