

Student Assistants/Instructional Student Assistants

This document provides quick access to CHRS training materials for Student Assistants and Instructional Student Assistants.

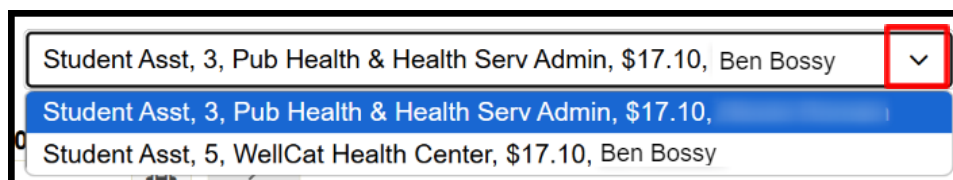
CHRS Introduction

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

Time Management

Job Aid Learn how to [Enter Your Hourly Time Worked \(Punch Time\)](#)
Learn how to [Enter Your Hourly Time Worked \(Webclock\)](#)
Learn how to [Enter Your Hourly Time Worked \(Elapsed Time\)](#)

Students with multiple jobs will have to select the appropriate job to report time on.



Temporary Academic Employment (Instructional Student Assistants)

Job Aid [Faculty Affairs TAE Module Resources Webpage](#)
Job Aid Learn how to [View Your Appointment Notification](#)
Job Aid Learn how to [Request Partial Day Off \(part time and non-exempt employees\)](#)

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](#)