

## 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   |
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| <b>Video:</b> <a href="#">Learn to Navigate and Create Favorites in CHRS</a> - important for Approvers<br><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><br>(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><br>(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> <li>• Non-exempt Staff submitting non-regular time (e.g., OT, shift diff) in addition to Absences</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> <li>• No notifications are available for TL submissions.</li> </ul> |
|---|---|

| Absence Management (AM) Job Aids and Videos<br>for Salaried Employees                 |                 |                   |                             |
|---|-----------------|-------------------|-----------------------------|
| Action  | Employee<br>(E) | Timekeeper<br>(T) | Reports To /<br>Manager (M) |
| <b>Employee Job Aids</b>  |                 |                   |                             |
| <b><u>Request and Management Absences (for Self)</u></b>                              | E               |                   |                             |
| • <a href="#">CSU Employee Balance Inquiry</a> (for Self)                             | E               |                   |                             |
| • <a href="#">Partial Days Off</a> (for Dept Chairs)                                  | E               |                   |                             |
| • <a href="#">View Max Vacation and CTO Chart</a>                                     | E               | T                 | M                           |
| <b><u>CSU Report No Leave Taken (for Self)</u></b>                                    | E               |                   |                             |
| <a href="#">Cal Employee Connect</a> to view Paycheck and Compensation History        | E               |                   |                             |
| <b>Absences – Timekeeper and Approver Job Aids</b>                                    |                 |                   |                             |
| <b><u>Approve Absence Requests</u></b>  |                 |                   | M                           |
| • Options: Approve, Deny or Pushback  |                 |                   |                             |
| Required: <a href="#">Approve Cancelled Absence</a>                                   |                 |                   | M                           |
| Options:  |                 |                   |                             |
| • If employee unavailable, <a href="#">Maintain/Create Absences</a>                   |                 | T                 | <a href="#">M</a>           |
| • <a href="#">Timekeeper Absence Review</a>   |                 | T                 | (M)                         |
| • <a href="#">Balance Inquiry</a>   |                 | T                 | M                           |
| • <a href="#">View Team Absence Requests</a>  |                 |                   | M                           |
| • <a href="#">Cancel Employee Absence</a>   |                 |                   | M                           |
| <b>No Leave Taken – Timekeeper and Approver Job Aids</b>                              |                 |                   |                             |
| <b><u>Approve No Leave Taken</u></b>  |                 |                   | M                           |
| Options:  |                 |                   |                             |
| • <a href="#">View No Leave Taken Report</a>  |                 | T                 | M                           |
| • If employee unavailable: <a href="#">Enter No Leave Taken on Behalf of Employee</a> |                 | 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.