CHRS Guide: Faculty – Time and Absence Management

Employee reviews balances using Balance Inquiry

1. Make sure "Employee Self Service" is selected and click on the "CSU Time" tile.
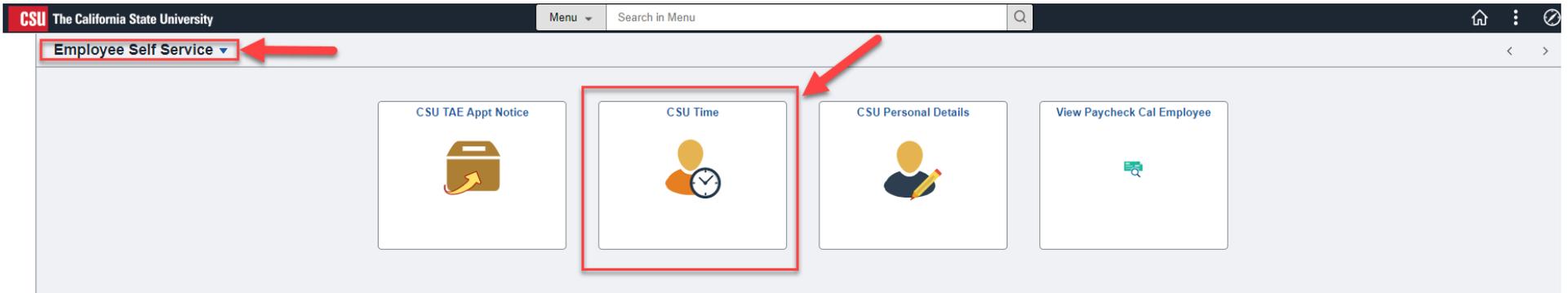
2. Click on the CSU "Employee Balance Inquiry"
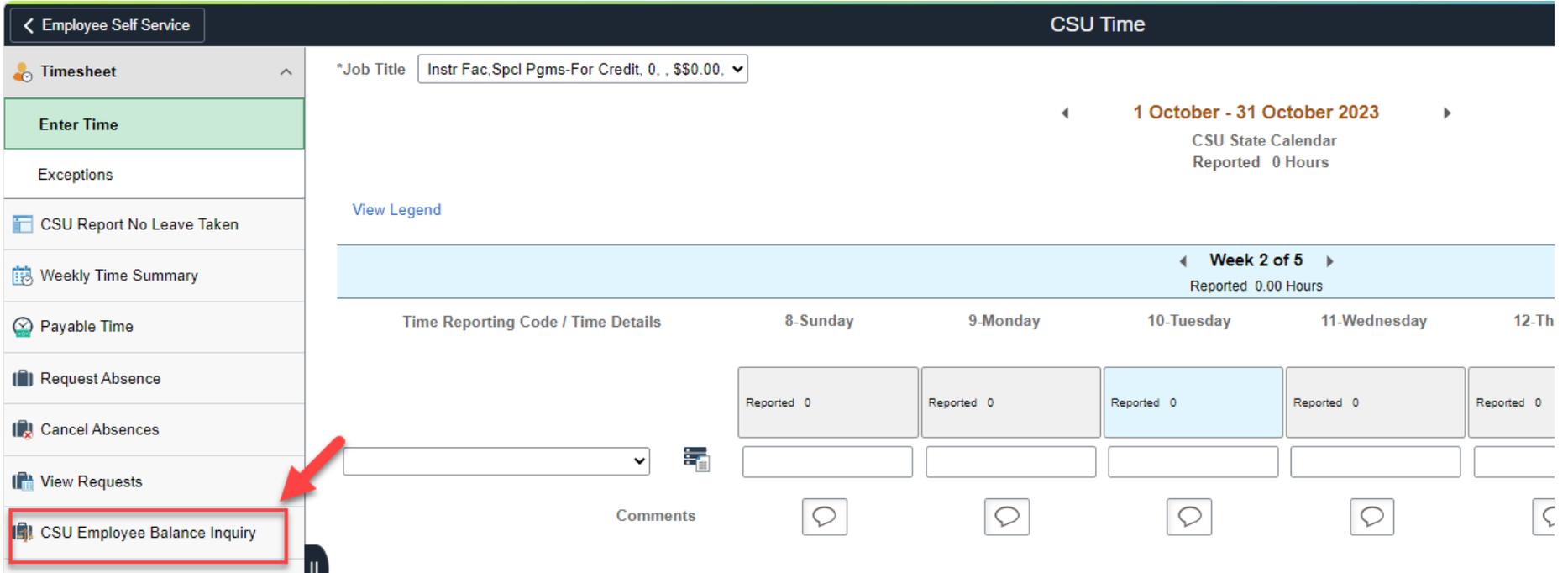
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3. Review the balances.