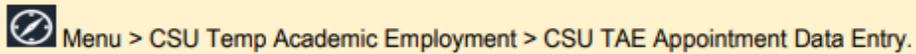


CHRS Guide: Enter TAE Appointment Data – Additional Employment

1. Navigate to CSU TAE Appointment Data Entry:



2. Use search criteria, EE Group 08, to view the faculty in your respective area. If you have multiple programs, you can use Dept ID to view faculty by programs.

Search Criteria

Business Unit: CICMP Channel Islands Business Unit

EE Group: 08

Empl ID: []

Dept ID: []

Term: []

Job Code: []

Lookback Dt: 05/06/2022

Search

- a. If an employee has done an additional employment work in the specific dept, employee information is retrieved from Job Data. If an employee has worked multiple consecutive jobs, the most recent job is retrieved.
- b. If an employee is not in the search results, or is new to your department, add an employee by using Add New Person button.

Data Entry (Addl Emp Group)

Appt Data | Addl Data | Appt Log

*Empl ID	Empl Rcd	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	Dept ID	Description	*Appt Type	Other Action	Term	Session	EffDt	End Date	AY Monthly Base Rt	2403 Base Rt	*WTU	*FTE
1		0																		

Save for later | Add new Person | Save & Submit | Select All | Deselect All

4. Once a new row populates or employee's information is retrieved, continue with appointment data entry from the left to the right of the same row.

Data Entry (Addl Emp Group)

Appt Data | Addl Data | Appt Log

*Empl ID	Empl Rcd	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	Dept ID	Description	*Appt Type	Other Action	Term	Session	EffDt	End Date	AY Monthly Base Rt	2403 Base Rt	*WTU	*FTE
1	NEW	0			CICMP															

5. Select Ready when the entire row is completed and ready for processing.

Data Entry (Addl Emp Group)

Appt Data | Addl Data | Appt Log

*Empl ID	Empl Rcd	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	Dept ID	Description	*Appt Type	Other Action	Term	Session	EffDt	End Date	AY Monthly Base Rt	2403 Base Rt	*WTU	*FTE
1	100042499	3	Jamie Fraser	Active	CICMP	10015421	2403	0	301715	Business	021				10/30/2023	11/03/2023		52,800.000000	1,500,000,000	0.100000

September Act Pay	October Act Pay	November Act Pay	December Act Pay	Sum Payment	REH Annuity	Ready?
	480.00	720.00		1,200.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6. Click Save & Submit for approval.

CHRS Guide: Enter TAE Appointment Data – Additional Employment

Additional Employment Appt Type and the fields needed to complete the data appointment entry

Depending on which appointment type you select, other fields become editable or read-only.

- 020-AE-16th WTU

Complete Appt Type, Term, Session, AY Monthly Base Rt, and WTU

Note: You must have an active 2358 appt in the same department for the AY Monthly Base Rate to populate, otherwise you must manually enter this field. Actual pay for each month is displayed based on the Term dates.

*Appt Type	Other Action	Term	Session	EffDt	End Date	AY Monthly Base Rt	2403 Base Rt	*WTU	*FTE	Total Comp	Project	Description	January Act Pay	February Act Pay	March Act Pay	April Act Pay	May Act Pay
020		2242	1	01/18/2024	05/24/2024	5,323.00	7,510.00	1.0000000000	0.066667	2,129.21			217.67	500.64	500.64	500.64	409.62

- 021-AE-Lump Sum

Complete Appt Type, EffDt, End Date, FTE, Total Comp

Note: Only valid values are accepted. You will receive a warning message if you enter an invalid value. FTE affects WTU value. (Please see below for FTE Reference Chart.) Actual pay for each month is displayed based on the EffDt and End Date.

*Appt Type	Other Action	Term	Session	EffDt	End Date	AY Monthly Base Rt	2403 Base Rt	*WTU	*FTE	Total Comp	Project	Description	January Act Pay	February Act Pay	March Act Pay
021				01/30/2023	02/03/2023		41,509.00	1.5000000000	0.100000	1,000.00			377.36	622.64	

- 022-AE AY Daily Rate-172

Complete Appt Type, EffDt, End Date, AY Monthly Base Rt

Note: AY Monthly Base Rate will auto-populate if the employee has an active 2358 appt in the same department or an active 2360 appt in any department. When End Date is entered, 2403 Base Rt, WTU, and Total Comp Rate are calculated. Actual pay for each month is displayed based on the EffDt and End Date.

*Appt Type	Other Action	Term	Session	EffDt	End Date	AY Monthly Base Rt	2403 Base Rt	*WTU	*FTE	Total Comp	Project	Description	January Act Pay	February Act Pay	March Act Pay	April Act Pay	May Act Pay	June Act Pay	July Act Pay
022				07/10/2023	07/14/2023	5,323.00	7,799.00	15.0000000000	1.000000	1,856.86									1,856.86

CHRS Guide: Enter TAE Appointment Data – Additional Employment

FTE Reference Chart

Total WTU	Numerator	Denominator	FTE (Pay Decimal)	Fraction	Hours
0.375000000	1	40	0.025000	1/40	1.0
0.750000000	1	20	0.050000	1/20	2.0
1.125000000	3	40	0.075000	3/40	3.0
1.500000000	1	10	0.100000	1/10	4.0
1.875000000	1	8	0.125000	1/8	5.0
2.250000000	3	20	0.150000	3/20	6.0
2.625000000	7	40	0.175000	7/40	7.0
3.000000000	1	5	0.200000	1/5	8.0
3.375000000	9	40	0.225000	9/40	9.0
3.750000000	1	4	0.250000	1/4	10.0
4.125000000	11	40	0.275000	11/40	11.0
4.500000000	3	10	0.300000	3/10	12.0
4.875000000	13	40	0.325000	13/40	13.0
5.250000000	7	20	0.350000	7/20	14.0
5.625000000	3	8	0.375000	3/8	15.0
6.000000000	6	15	0.400000	6/15	16.0
6.375000000	17	40	0.425000	17/40	17.0
6.750000000	27	60	0.450000	27/60	18.0
7.125000000	19	40	0.475000	19/40	19.0
7.500000000	1	2	0.500000	1/2	20.0