CHRS Guide: Enter TAE Appointment Data – Cancel After Loaded to Job
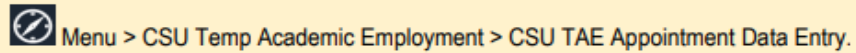
1. Navigate to CSU TAE Appointment Data Entry.

   Menu > CSU Temp Academic Employment > CSU TAE Appointment Data Entry.

2. Use search criteria, EE Group 01, to view the existing faculty in your respective area. If you have multiple areas, you can use Dept ID to view faculty by programs.

3. Find an employee and enter a cancellation on existing appointment by editing the existing row for that employee.
   Note: Search result returns with only employees who are in Job Data. If an employee has worked in multiple consecutive jobs, the most recent job is retrieved.

4. Using the existing row, select Term for the existing appointment which you are trying to cancel. Click Yes to disregard the warning that the term already exists in the history table.

5. Other Action field defaults to Revision and complete Term, Session, and Appointment Type. Term, session, and Appt Type fields populate the cancelation notification.

6. Change Other Action from Revision to Canceled and select Ready.

7. Click Save & Submit button for cancellation approval.