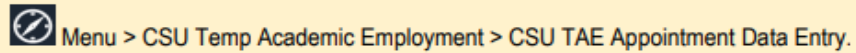


CHRS Guide: Enter TAE Appointment Data – Cancel After Loaded to Job

1. Navigate to 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.

Search Criteria

Business Unit: CICMP Channel Islands Business Unit
 EE Group: 01 Lecturers
 Empl ID:
 Dept ID:
 Term:
 Job Code:
 Lookback Dt: 03/25/2022

Search

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.

Search Criteria

Business Unit: CICMP Channel Islands Business Unit
 EE Group: 01 Lecturers
 Empl ID:
 Dept ID:
 Term:
 Job Code:
 Lookback Dt: 08/01/2023

Search

Data Entry (Lecturer Group)

*Empl ID	Empl Rcd	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	*Base Rate	Dept ID	Description	Term	Session	*Appt Type	Other Action	Adjust	EffDt	End Date	*Multi Term Date	*WTU	*FTE	*Entitlement	Actual ComeRate	Term Rate	Unconditional	REH Annuity	Ready2
1 100042498	3	0	Claire Beauchamp	Active	CICMP	10012881	2358	3	5,405.00	303735	Psychology						08/17/2023				0.133333	5,405.00					

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

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.

Data Entry (Lecturer Group)

*Empl ID	Empl Rcd	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	*Base Rate	Dept ID	Description	Term	Session	*Appt Type	Other Action	Adjust	EffDt	End Date
1 100042498	3	0	Claire Beauchamp	Active	CICMP	10012881	2358	3	5,405.00	303735	Psychology	2242					08/17/2023	

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

Message

TERM (2242) for this EE already exists in History table, continue processing? (25115, 11)

History details:

EmplId: 100042498
 Empl Rcd: 3
 Appt Number: 73000097
 EffDt: 2024-01-18
 EffSeq: 0
 Submitted By: 73003164115
 Submitted Date: 2023-09-26-14.22.24.000000

Yes No

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

Data Entry (Lecturer Group)

Appt Data | Addl Data | Appt Log | [??]

*Empl ID	Empl Rcd	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	*Base Rate	Dept ID	Description	Term	Session	*Appt Type	Other Action	Adjust	EffDt	End Date	*Multi Term Date
1 100042498	3	0	Claire Beauchamp	Active	CICMP	10012881	2358	3	5,405.00	303735	Psychology	2242	1		Revision		01/18/2024	05/24/2024	05/24/2024

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

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

Data Entry (Lecturer Group)

Personalize | Find | View All | First | 1-2 of 2

Appt Data | Addl Data | Appt Log | [??]

*Empl ID	Empl Rcd	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	*Base Rate	Dept ID	Description	Term	Session	*Appt Type	Other Action	Adjust	EffDt	End Date	*Multi Term Date	*WTU	*FTE	*Entitlement	Actual CompoRate	Term Rate	Unconditional	Annuit	Ready?	
1 100042498	3	1	Claire Beauchamp	Active	CICMP	10012881	2358	3	5,405.000000	303735	Psychology	2242	1	006	Canceled		01/18/2024	05/24/2024	05/24/2024									

- Click Save & Submit button for cancellation approval.

Save & Submit