CHRS Guide: Enter TAE Appointment Data – ISA (Instructional Student Assistant)

1. Navigate to CSU TAE Appointment Data Entry:

2. Use search criteria, EE Group 11, to view student employees in your respective area. If you have multiple programs, you can use Dept ID to view student employees by programs.

3. a. If a student has previously been employed in the specific dept, employee information is retrieved from Job Data. If a student employee has worked multiple consecutive jobs, the most recent job is retrieved.
b. If a student employee is not in the search results, or is new to your department, add a student employee by using Add New Person button.

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

5. Select Ready when the entire row is completed and ready for processing.
6. Click Save & Submit for approval.

ISA Hire and Appt Data Entry Tips

- For new ISA hire, application, position description, and resume need to be submitted to HR. ISAs need to complete the new hire paperwork and onboarding with HR before they can start.
- ISA can work up to 20 hours per week.
- Complete the following fields: Position Number, Term, Session, Appt Type (12 mo-002), EffDt, End Date, Hourly Rt, Min Hours, and Max Hours. (Min Hours field has to be at least 1.)

- You may not know Min&Max Hour range until the first week of the semester. Use the estimate of ISA work hours during academic days. EffDt and End Date can be flexible (slightly earlier or later than the academic days); however, ISA work days should not be in June or July which is outside of AY dates.