


CHRS Guide: Enter TAE Appointment Data – No Change

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.

Search Criteria

Business Unit: Channel Islands Business Unit
 EE Group: Lecturers
 Empl ID: Dept ID: Term: Job Code: Lookback Dt:

3. Find an employee and enter a new 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: Channel Islands Business Unit
 EE Group: Lecturers
 Empl ID: Dept ID: Term: Job Code: Lookback Dt:

Data Entry (Lecturer Group)

Auto filled based on Job Data

Enter new appointment data

*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	EHDt	End Date	*Multi Term Date	*WTU	*FTE	*Entitlement	Actual CompRate	Term Rate	Unconditional	REH Annuity	Ready?
1 100042499	2	0	Jamie Fraser	Active	CICMP	10012691	2358	3	5,405.00	303750	Math						08/17/2023				0.200000	8	5,405.00		<input type="checkbox"/>	<input type="checkbox"/>	

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

4. When there is no change to faculty's appointment (same information as the last term), you can choose No Change under Other Action. Add Term, Session, Appt type, then select No Change under Other Action. This option makes the rest of the row read-only.

Data Entry (Lecturer Group)

Appt Data Add 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
1 100042499	2	0	Jamie Fraser	Active	CICMP	10012691	2358	3	5,405.00	303750	Math	2242	1	003	No Change

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

5. Select Ready and Click Save and Submit for approval.

Data Entry (Lecturer Group)

Appt Data Add 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	EHDt	End Date	*Multi Term Date	*WTU	*FTE	*Entitlement	Actual CompRate	Term Rate	Unconditional	REH Annuity	Ready?
1 100042499	2	0	Jamie Fraser	Active	CICMP	10012691	2358	3	5,405.00	303750	Math	2242	1	003	No Change		01/18/2024	05/24/2024	05/24/2024	3.0000000000	0.200000	8	1,081.00	6,488.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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