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

 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 Unic CICMP Q EE Group: 01 Q Empl ID: Q Dept ID: Q Term: Q Job Code:	Q. Lookback Dt: 08/01/2023		
Unit Lecturers		Enter new appointment data	
Data Entry (Lecturer Group)		Enter non appointment data	
Auto Inied based on Job Data			Personalize Find View All 🖉 🏢 First 🐧 1 of 1 🔕
Appt Data Addi Data Appt Log 📼		¥	
*Empl ID Empl Rod Eff Seg Name Empl Stat Business Unit *Position Nbr Job Code *Grade *Base Rate Dept ID	Description Term Session Adjust	EffDt End Date * <u>Multi Term</u> * <u>WTU</u>	* <u>FTE</u> * <u>Entitlement</u> <u>Actual</u> <u>Term Rate</u> <u>Unconditional</u> <u>REH</u> <u>Ready?</u>
1 100042499 2 0 Jamie Fraser Active CICMP 10012691 Q 2358 3 Q 5,405.00 303750 Math		▼ 08/17/2023 B	0.200000 0 6 5,405.00
Save for later Add new Person Save & Submit	elect 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 Addi Data Appt Log											
*Empl ID Eff Rcd Seq Name	EmplBusinessStatUnit	*Position Nbr Job Coo	e Grade	*Base Rate	Dept ID	Description	Term 9	Session YAD	<u>Other Action</u>		
1 100042499 2 0 Jamie Fraser	Active CICMP	10012691 2358	3	5,405.00	303750	Math	2242 Q 1	I Q 003	🔍 No Change 🗸		
Save for later Add new Person Save & Submit											

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

Data Entry (Lecture	r Group)																					
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Appt Data Addl D	Data Appt Log																					
*Empl ID	Empl Eff Rcd Seq Name	Empl Business Stat Unit	*Position Job Coo	e •Grade •Base Ra	te Dept ID	Description	Term	Session	* <u>Appt</u> Type	Other Action	Adjust	EffDt	End Date	* <u>Multi Term</u> Date	• <u>wтu</u>	* <u>FTE</u>	Entitlement	Actual CompRate	Term Rate	Unconditional	REH Annuit	Ready?
1 100042499	2 0 Jamie Fraser	Active CICMP	10012691 2358	3 5,40	.00 303750	Math	2242 Q	1_Q	003 Q	No Change 🗸		01/18/2024	05/24/2024	05/24/2024	3.000000000	0.200000	6	1,081.00	6,486.00			
Save for later	Add new Person	Save & Submit				Select All	Des	select All]												7 4	