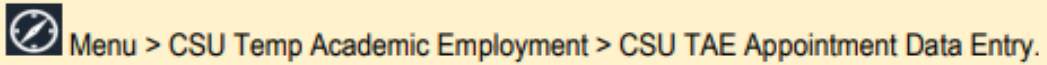


# CHRS Guide: Enter TAE Appointment Data – Substitute Faculty

1. Navigate to CSU TAE Appointment Data Entry:



2. Use search criteria, EE Group 06, to view employee in your respective area. If you have multiple programs, you can use Dept ID to view employee by programs.

**Search Criteria**

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

Channel Islands Business Unit Substitute Faculty

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

**Data Entry (Sub Fac Group)**

Appt Data | Appt 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	*Appt Type	Other Action	*EffDt
1		0	0		-		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

**Data Entry (Sub Fac Group)**

Personalize | Find | View

Appt Data | Appt 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	*Appt Type	Other Action	*EffDt	*End Date	Lecture/ Lab	Lec/Lab Rate	Lec/ Hr
1	NEW	0	0		-	CICMP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Select Ready when the entire row is completed and ready for processing.

**Data Entry (Sub Fac Group)**

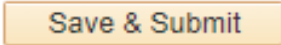
Personalize | Find | View All | [...]

Appt Data | Appt 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	*Appt Type	Other Action	*EffDt	*End Date	Lecture/ Lab	Lec/Lab Rate	Lec/Lab Tot Amt	REH Annu	Ready?
1	100042498	4	0	Claire Beauchamp	Active	CICMP	10014548	2356	1	77.000000	303781	Chemistry	2238	005		11/13/2023	11/17/2023	77.000000	9	693.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2		0	0		-		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

# CHRS Guide: Enter TAE Appointment Data – Substitute Faculty

- 6. Click Save & Submit for approval.



## Substitute Faculty Appointment Data Entry Tips

- Substitute faculty appointments are for short duration (20 consecutive days or fewer).
- Verify and complete the following fields: Position Number, Grade, Base Rate, Term, Appt Type (005-Immediate Pay), EffDt, End Date, Lecture or Lab, and Lec/Lab Hrs.

*Empl ID	Empl Rcd	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	*Base Rate	Dept ID	Description	Term	*Appt Type	Other Action	*EffDt	*End Date	Lecture/Lab	Lec/Lab Rate	Lec/Lab Hrs	Lec/Lab Tot Amt	REH Annuity	Ready?
100042498	4	0	Claire Beauchamp	Active	CICMP	10014548	2356	1	77.000000	303781	Chemistry	2238	005		11/13/2023	11/17/2023	LEC	77.000000	9	693.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	0	0																			<input type="checkbox"/>	<input type="checkbox"/>

- Once you select the grade, lecturer or lab, and hrs, the system will auto-calculate the total amount.

### Substitute Rates (as of 7/1/2022):

<u>Class Code</u>	<u>SUBSTITUTE FACULTY</u>	<u>Lecture Class (Hourly Rate)</u>	<u>Laboratory or Activity Class (Hourly Rate)</u>
<b>2356</b>	<u>Rate A</u> (Assistant or Instructor)	\$77.00	\$53.00
	<u>Rate B</u> (Assistant Professor)	\$79.00	\$55.00
	<u>Rate C</u> (Associate Professor or Professor)	\$83.00	\$57.00

The rate (A, B or C) is determined by the present status and/or experience of the substitute and/or budget limitations.