CHRS Guide: Enter TAE Appointment Data – Existing Lecturer

1. Navigate to CSU TAE Appointment Data Entry.

   Menu > CSU Temp Academic Employment > CSU TAE Appointment Data Entry.
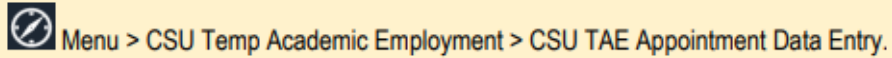
2. Use search criteria, EE Group 01, to view the existing faculty in your respective area. If you have multiple areas, you can use Dept ID to view faculty by programs.

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.

4. Select Ready when the entire row is completed. Click Save & Submit button for approval.