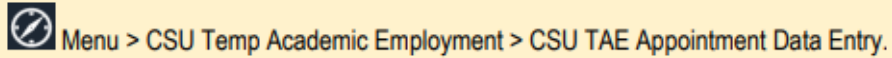


CHRS Guide: Enter TAE Appointment Data – Existing Lecturer

1. Navigate to 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.

Data Entry (Lecturer Group)

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

*Empl ID	Empl Rod	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	*Base Rate	Dept ID	Description	Term	Session	*Appt Type	Other Action	Adjust	EFFDt	End Date	*Multi Term Date	*WTU	*FTE	*Entitlement	Actual CompRate	Term Rate	Unconditional	REH Annuity	Ready?
1 100042498	3	0	Claire Beauchamp	Active	CICMP	10012881	2358	3	5,405.00	303735	Psychology						08/17/2023				0.133333		5,405.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Save for later, Add new Person, Save & Submit, Select All, Deselect All

Annotations: "Enter new appointment data" points to the Term, Session, and Appt Type fields. "Auto filled based on Job Data" points to the Position Nbr, Job Code, and Grade fields.

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

Data Entry (Lecturer Group)

*Empl ID	Empl Rod	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	*Base Rate	Dept ID	Description	Term	Session	*Appt Type	Other Action	Adjust	EFFDt	End Date	*Multi Term Date	*WTU	*FTE	*Entitlement	Actual CompRate	Term Rate	Unconditional	REH Annuity	Ready?
1 100042498	3	0	Claire Beauchamp	Active	CICMP	10012881	2358	3	5,405.00	303735	Psychology	2242	F	008			01/18/2024	05/24/2024	05/24/2024	2.000000000	0.133333		720.88	4,323.88	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Buttons: Save for later, Add new Person, Save & Submit, Select All, Deselect All

Annotations: Red arrows point to the "Save & Submit" button and the "Ready?" checkbox.