CHRS Guide: Enter TAE Appointment Data – New 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 faculty in your respective area. If you have multiple programs, you can use Dept ID to view faculty by programs.

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

3. If the employee is not in the search results, or is new to your department, add an employee by using Add New Person button.

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

4. Once a new row populates, continue with appointment data entry.

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

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6. Click Save & Submit for approval.

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