

CHRS Guide: TAE Appointment Approval

1. Navigate to CSU TAE My Approval page by using navigation bar or click CSU TAE Approval Chart under Employee Self Service.

Menu > CSU Temp Academic Employment > CSU TAE Approval Workflow > CSU TAE My Approval page

The screenshot shows the CSU Employee Self Service interface. At the top, the CSU logo and 'The California State University' are visible. A search bar and a 'Menu' dropdown are present. Below the navigation bar, the 'Employee Self Service' dropdown menu is highlighted with a red box and an arrow. The main content area features several tiles: 'CSU TAE Approval Chart' (highlighted with a red box), 'CSU TAE Appt Notice', 'Open Enrollment' (displaying 'No Enrollment Available At This Time'), 'CSU Time', 'CSU Personal Details', 'CSU Benefits Summary', 'CSU Life Events', 'Hire/Newly Eligible Enrollment', and 'Benefit Statements'. The 'CSU TAE Approval Chart' displays a bar chart with a count of 3 for Lecturers.

Category	Count
Lecturers	3

2. Select EE Group to find appointments, then click Search. You may use other search criteria to narrow down your search.

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

CHRS Guide: TAE Appointment Approval

3. Review the information on the Appt Data.

Search Criteria

Business Unit: CICMP EE Group: 01 Empl ID: Dept ID: Term: Job Code: Approval Level: Search

Channel Islands Business Unit Lecturers

Data Entry (Lecturer Group)

Appt Data	Appt Data	Appt Log	Approval	Notification																								
*Empl ID	Empl Rcd	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	*Base Rate	Dept ID	Description	Term	Session	*Appt Type	Other Action	Adjust	EHdt	End Date	*Multi Term Date	*WTU	*FTE	*Entitlement	Actual CompRate	Term Rate	Unconditional	REH Annuat	Ready?	
1	100042498	4	0	Claire Beauchamp	Active	CICMP	10012720	2358	3	5,405.00	303740	History	2238	1	008			08/17/2023	12/15/2023	12/15/2023	2.000000000	0.133333		720.86	4,323.99	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	100042499	3	0	Jamie Fraser	Active	CICMP	10012720	2358	3	5,405.00	303740	History	2238	1	008			08/17/2023	12/15/2023	12/15/2023	2.000000000	0.133333		720.86	4,323.99	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	100042500	3	0	Brianna Fraser	Active	CICMP	10013038	2358	2	4,530.00	303740	History	2238	1	008			08/17/2023	12/15/2023	12/15/2023	2.000000000	0.133333		804.00	3,823.99	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save for later Save & Submit Selection by: Select All Deselect All

4. Go to Approval tab, click Approve check box, and click Save & Submit button.

Search Criteria

Business Unit: CICMP EE Group: 01 Empl ID: Dept ID: Term: Job Code: Approval Level: Search

Channel Islands Business Unit Lecturers

Data Entry (Lecturer Group)

Appt Data	Appt Data	Appt Log	Approval	Notification																	
*Empl ID	Empl Rcd	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	*Base Rate	Dept ID	Description	Appt Nbr	Step Level	Appt Chart	Approve?	Comments	Delete?	Pushback?	*Reason	Last App	
1	100042498	4	0	Claire Beauchamp	Active	CICMP	10012720	2358	3	5,405.00	303740	History	73000106	1		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
2	100042499	3	0	Jamie Fraser	Active	CICMP	10012720	2358	3	5,405.00	303740	History	73000107	1		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
3	100042500	3	0	Brianna Fraser	Active	CICMP	10013038	2358	2	4,530.00	303740	History	73000108	1		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		

Save for later Save & Submit Selection by: Select All Deselect All

CHRS Guide: TAE Appointment Approval

Tip: If you have multiple appointments to approve, you may select Approve from the drop-down menu where indicated "Selection by:" and click Select All to approve all that are pending in your approval page. Once Approve box is checked for all that are ready to be approved, click Save & Submit.

Data Entry (Lecturer Group)

Appt Data | Addl Data | Appt Log | Approval | Notification

	*Empl ID	Empl Rcd	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	*Base Rate	Dept ID	Description	Appt Nbr	Step/Level	Appt Chart	Approve?
1	100042498	4	0	Claire Beauchamp	Active	CICMP	10012720	2358	3	5,405.00	303740	History	73000106	1		<input type="checkbox"/>
2	100042499	3	0	Jamie Fraser	Active	CICMP	10012720	2358	3	5,405.00	303740	History	73000107	1		<input type="checkbox"/>
3	100042500	3	0	Brianna Fraser	Active	CICMP	10013038	2358	2	4,530.00	303740	History	73000108	1		<input type="checkbox"/>

Save for later | Save & Submit | Selection by: Approve | Select All | Deselect All

Data Entry (Lecturer Group)

Appt Data | Addl Data | Appt Log | Approval | Notification

	*Empl ID	Empl Rcd	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	*Base Rate	Dept ID	Description	Appt Nbr	Step/Level	Appt Chart	Approve?
1	100042498	4	0	Claire Beauchamp	Active	CICMP	10012720	2358	3	5,405.00	303740	History	73000106	1		<input checked="" type="checkbox"/>
2	100042499	3	0	Jamie Fraser	Active	CICMP	10012720	2358	3	5,405.00	303740	History	73000107	1		<input checked="" type="checkbox"/>
3	100042500	3	0	Brianna Fraser	Active	CICMP	10013038	2358	2	4,530.00	303740	History	73000108	1		<input checked="" type="checkbox"/>

Save for later | Save & Submit | Selection by: Approve | Select All | Deselect All

CHRS Guide: TAE Appointment Approval

If you need to make any edits to the appointment (Revise or Cancel), you may choose to do the following:

Option 1 (for Chairs)- Make necessary updates to the editable fields. Go to Approval tab and click Approve check box and click Save & Submit.

Search Criteria

Business Unit: CICMP EE Group: 01 Empl ID: Dept ID: Term: Job Code: Approval Level: Search

Data Entry (Lecturer Group)

Appt Data Addl Data Appt Log **Approval** Notification

*Empl ID	Empl Rcd	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	*Base Rate	Dept ID	Description	Appt Nbr	Step/Level	Appt Chart	Approve?	Comments
1 100042498	2	0	Claire Beauchamp	Active	CICMP	10012734	2358	2	4,530.00	303750	Math	73000095	1		<input checked="" type="checkbox"/>	

Save for later Save & Submit Selection by: Select All Deselect All

Use comments box for any edits

If you need to cancel appointment before the appointment notice is sent out, go to Approval tab and check Delete check box, add a reason, and click Save & Submit.

Data Entry (Lecturer Group)

Appt Data Addl Data Appt Log **Approval** Notification

*Empl ID	Empl Rcd	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	*Base Rate	Dept ID	Description	Appt Nbr	Step/Level	Appt Chart	Approve?	Comments	Delete?	Pushback?	*Reason
1 100042498	2	0	Claire Beauchamp	Active	CICMP	10012734	2358	2	4,530.00	303750	Math	73000095	1		<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Save for later Save & Submit Selection by: Select All Deselect All

Add a reason

Option 2 (for Chairs & Deans)- On Approval tab, click the Pushback lookup to select a prior step in the workflow. Select the appropriate step in the workflow to push back. Do not forget to add a revision reason in both Reason and Comments boxes. Click Save & Submit.

Data Entry (Lecturer Group)

Appt Data Addl Data Appt Log **Approval** Notification

*Empl ID	Empl Rcd	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	*Base Rate	Dept ID	Description	Appt Nbr	Step/Level	Appt Chart	Approve?	Comments	Delete?	Pushback?	*Reason
1 100042498	2	0	Claire Beauchamp	Active	CICMP	10012734	2358	2	4,530.00	303750	Math	73000095	1		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

Save for later Save & Submit Selection by: Select All Deselect All

Add a revision reason, this is visible to the approvers

Add a reason