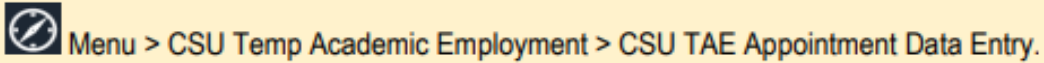


# CHRS Guide: Enter TAE Appointment Data – Stateside Summer

1. Navigate to CSU TAE Appointment Data Entry:



2. Use search criteria, EE Group 05, 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:  Channel Islands Business Unit  
 \*EE Group:  Summer  
 Empl ID:  Dept ID:  Term:  Job Code:  Lookback Dt:

3. Enter the appointment fields.
  - a. If the employee has taught summer stateside, the most recent job information is retrieved. Use the existing row to enter a new appointment.
  - b. If the employee is not in the search results, or is new to your department, add an employee by using Add New Person button. Once a new row populates, continue with appointment data entry.

**Data Entry (Summer Group)**

Appt Data | Add 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	*Session	*Appt Type	Other Action	Adjust	EffDt	End Date
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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Data Entry (Summer Group)**

Appt Data | Add 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	*Session	*Appt Type	Other Action	Adjust	EffDt	End Date
1	NEW	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"/>

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

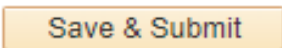
**Data Entry (Summer Group)**

Personalize | Find | View All | First | 1-8 of 8 | Last

Appt Data | Add 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	*Session	*Appt Type	Other Action	Adjust	ERDt	End Date	Rate per WTU	*WTU	Total Com	Course Name	Student Count	Reduced Rate	Summer Stipend	REH Annuity	Diff Appt	Ready?
1		0		Active	CICMP	10016781	2457	1	9,224.000000	310906	Stateside Summer Instruction	2245	S1	010			06/28/2024	07/01/2024	3,869.800000	3.000000000	11,068.80	TEST101						<input checked="" type="checkbox"/>

5. Click Save & Submit for approval.



# CHRS Guide: Enter TAE Appointment Data – Stateside Summer

## Summer Appointment Data Entry Tips

- Effective Date and End Date will auto-populate based on the session you choose.
- Use Appt Type 010 Summer Session-Immediate Pay
- Rate per WTU will auto-populate based on the Base Rate. If Base Rate is blank, enter the faculty's AY comp rate from the entitlement sheet. For any question about base rate, contact Manami Gutierrez.
- For K-factor course: If the course has enrollment of less than twenty (20) students, enter the Student Count. The system will calculate reduced rate based on the enrollment per the CBA (Article 21.15). The compensation will be finalized at the enrollment as determined by the final census date.

Rate per WTU	*WTU	Total Comp	Course Name	Student Count	Reduced Rate	Summer Stipend	REH Annuity	Diff Appt
3,689.600000	3.000000000		TEST101	18	9,961.920000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- For S-factor course: Add the final workload in WTU field when the final workload is confirmed.