CHRS Guide: Enter TAE Appointment Data – Additional Employment

1. Navigate to CSU TAE Appointment Data Entry:

    ⊘ Menu > CSU Temp Academic Employment > CSU TAE Appointment Data Entry.

2. Use search criteria, EE Group 08, 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 🔍 Channel Islands Business Unit	EE Group: 08 🔍	Empl ID: 🔍	Dept ID: 🔍	Term: 🔍	Job Code: 🔍	Lookback Dt: 05/06/2022 📅 Search

   a. If an employee has completed additional employment work in the specific dept, employee information is retrieved from Job Data. If an employee has multiple employee records, the most recent job in each employee record is retrieved.
   b. If an employee completed additional employment work in the specific dept but information is not retrieved, remove the lookback date and search again. It is always ideal to use the existing available employee record instead of creating a new employee record.
   c. If an employee is not in the search results and is new to your department, add an employee by using Add New Person button.

Data Entry (Addl Emp Group)

Appt Data | Addl Data | Appt Log

	*Empl ID	Empl Rcd	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	Dept ID	Description	*Appt Type	Other Action	Term	Session	EffDt	End Date	AY Monthly Base Rt	2403 Base Rt	*WTU	*FTE
1		0	0			-	🔍	🔍	🔍			🔍	⌄	🔍	🔍					🔍	🔍

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

3. Once a new row populates or employee's information is retrieved, continue with appointment data entry from the left to the right of the same row.

Data Entry (Addl Emp Group)

Appt Data | Addl Data | Appt Log

	*Empl ID	Empl Rcd	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	Dept ID	Description	*Appt Type	Other Action	Term	Session	EffDt	End Date	AY Monthly Base Rt	2403 Base Rt	*WTU	*F
1	NEW 🔍	0	0			-	CICMP 🔍	🔍	🔍	🔍	🔍		🔍	⌄	🔍	🔍	📅	📅			🔍

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

Data Entry (Addl Emp Group)

Appt Data | Addl Data | Appt Log

	*Empl ID	Empl Rcd	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	Dept ID	Description	*Appt Type	Other Action	Term	Session	Adjust	EffDt	End Dt	AY Monthly Base Rt	2403 Base Rt	*WTU	*FTE	Total Comp
1	🔍		0		Active	CICMP	🔍	2403	0 🔍	310813	Faculty Development	021 🔍	⌄			⌄	01/08/2024 📅	01/12/2024 📅	11,000.000000	1.500000000	0.100000 🔍	250.00

Assign Title	Project	Description	January Act Pay	February Act Pay	March Act Pay	April Act Pay	May Act Pay	June Act Pay	July Act Pay	August Act Pay	September Act Pay	October Act Pay	November Act Pay	December Act Pay	Sum Payment	REH Annuit	Diff Appt	Ready?	
ADD PAY TITLE	🔍		250.00												250.00	☐	☐	☑	+

5. Click Save & Submit for approval.

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Additional Employment Appt Type and the fields needed to complete the data appointment entry
Depending on which appointment type you select, other fields become editable or read-only.

- 020-AE-16th WTU (Appt Type 020 is used to process Fall/Spring full-time lecturer workload units over 15 wtus.)
  Complete Appt Type, Term, Session, AY Monthly Base Rt, WTU, and Assign Title
  Note: You must have an active 2358 appt in the same department for the AY Monthly Base Rate to populate, otherwise you must manually enter this field. Actual pay for each month is displayed based on the Term dates.

*Appt Type	Other Action	Term	Session	Adjust	EffDt	End Dt	AY Monthly Base Rt	2403 Base Rt	*WTU	*FTE	Total Comp	Assign Title	Project	Description	January Act Pay	February Act Pay	March Act Pay	April Act Pay	May Act Pay
020		2242	1		01/18/2024	05/24/2024	6,522.00	9,257.00	1.000000000	0.066667	2,608.80	ADD PAY TITLE			252.46	617.14	617.14	617.14	504.93

- 021-AE-Lump Sum (Appt Type 021 is used to process additional employment compensation that is not type 020 or 022. Compensation rate varies based on projects.)
  Complete Appt Type, EffDt, End Date, FTE, Total Comp, and Assign Title
  Note: Only valid values are accepted. You will receive a warning message if you enter an invalid value. FTE affects WTU value. (Please see below for FTE Reference Chart.) Actual pay for each month is displayed based on the EffDt and End Date.

*Appt Type	Other Action	Term	Session	Adjust	EffDt	End Dt	AY Monthly Base Rt	2403 Base Rt	*WTU	*FTE	Total Comp	Assign Title	Project	Description	January Act Pay	February Act Pay	March Act Pay
021					01/01/2024	02/29/2024		5,000.00	1.500000000	0.100000	1,000.00	ADD PAY TITLE			500.00	500.00	

- 022-AE AY Daily Rate-172 (Appt Type 022 is used to process additional employment compensation for non-academic days using AY Daily Rate.)
  Complete Appt Type, EffDt, End Date, AY Monthly Base Rt, Assign Title
  Note: AY Monthly Base Rate will auto-populate if the employee has an active 2358 appt in the same department or an active 2360 appt in any department. When EffDt and End Dt is entered, 2403 Base Rt, WTU, FTE, and Total Comp Rate will auto-populate. Actual pay for each month is displayed based on the EffDt and End Date.

*Appt Type	Other Action	Term	Session	Adjust	EffDt	End Dt	AY Monthly Base Rt	2403 Base Rt	*WTU	*FTE	Total Comp	Assign Title	Project	Description	January Act Pay	February Act Pay
022					01/08/2024	01/12/2024	9,224.00	14,158.00	1.500000000	1.000000	3,217.67	ADD PAY TITLE			3,217.73	

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FTE Reference Chart

Total WTU	Numerator	Denominator	FTE (Pay Decimal)	Fraction	Hours per week	Hours per month
0.375000000	1	40	0.025000	1/40	1.0	4.0
0.750000000	1	20	0.050000	1/20	2.0	8.0
1.125000000	3	40	0.075000	3/40	3.0	12.0
1.500000000	1	10	0.100000	1/10	4.0	16.0
1.875000000	1	8	0.125000	1/8	5.0	20.0
2.250000000	3	20	0.150000	3/20	6.0	24.0
2.625000000	7	40	0.175000	7/40	7.0	28.0
3.000000000	1	5	0.200000	1/5	8.0	32.0
3.375000000	9	40	0.225000	9/40	9.0	36.0
3.750000000	1	4	0.250000	1/4	10.0	40.0

Additional Employment Appointment Entry Tips

- Employee status "Terminated" means the faculty has done additional work previously in the department. Simply use the existing row to enter a new appointment.

- Assign Title (limited to 14 characters) will be displayed in faculty appointment notice.
- Comments box will be visible to approvers and can be used to make a note such as a project short description.

- The appointment effective and ending date should be spread over a week at minimum even if the additional work is for one day. The system uses 8 hours/day and 40 hours/week as a base to calculate the additional work. See below for allowable additional employment 25% overage during Fall and Spring semesters.

Allowable Additional Employment - Unit 3 Faculty

Allowable 25% Overage CSU Employment Fall and Spring			
Unit of Measurement	Method of Calculation	25% Overage	Maximum
Units per Semester:	25% of 15 units	3.75 WTU	18.75 WTU
Hours per Week[1]:	25% of 40 hours	10 hours	
Hours per Month:	10 hrs/week x 4-5 weeks	40-50 hours	
Hours per Semester:	10 hrs/week x 17 weeks	170 hours	

1. Exceeding 10 additional hours per week is reasonable over a short time frame (less than one month) so long as total for term remains below max.