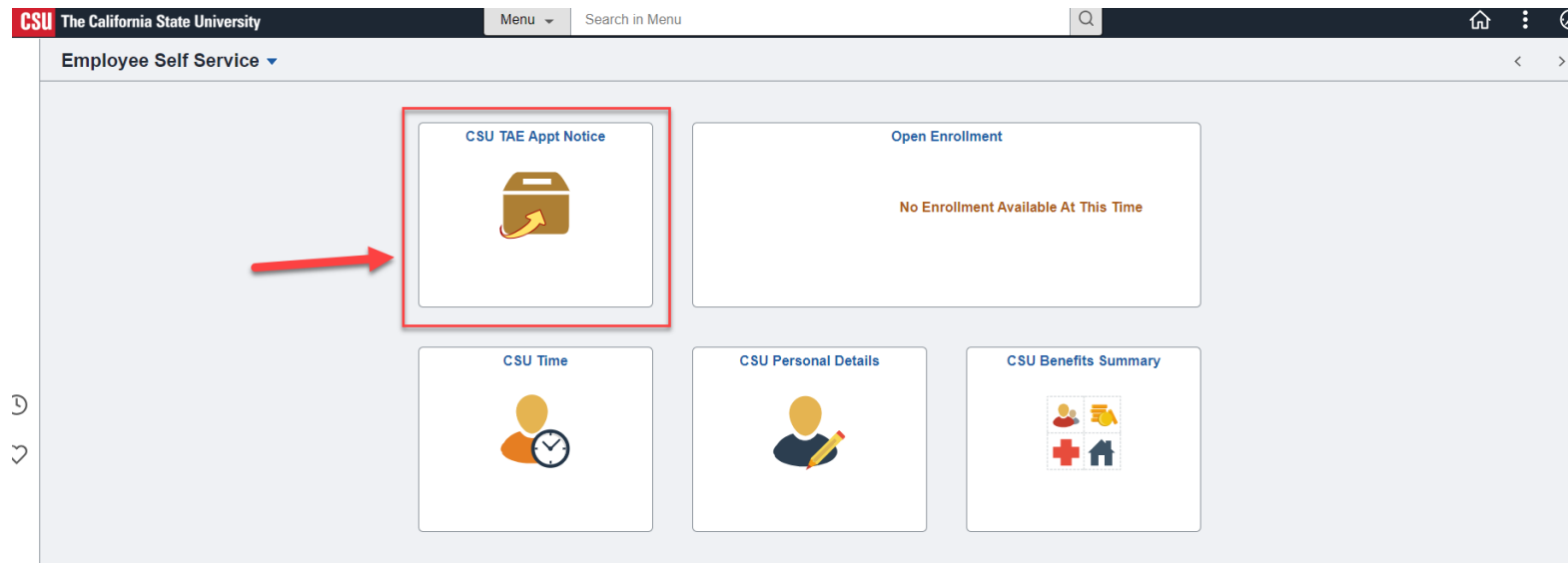


# CHRS Guide: How to view and acknowledge Appt Notice

1. Click on CSU TAE Appt Notice



2. Click Review Appt Notice.

The screenshot shows the 'CSU TAE Appointment Notice' page. At the top, there is a navigation bar with a back arrow, 'Employee Self Service', and the page title 'CSU TAE Appointment Notice'. Below this are tabs for 'CSU TAE Appointment Notice', 'Reprint Old Notice', and 'Course Assignments'. A message states: 'For access to your Course Information, please login to your Campus Student Solution database'. Below this is a paragraph of instructions: 'Please review your appointment detail by clicking the "Review Appt Notice" button. Once your review is complete, please indicate your agreement with the Terms outlined in the Appointment Detail by clicking the Acknowledge checkbox. If you are not in agreement with the Terms outlined, please contact your hiring department. Click on the 'Course Assignment' tab for course information.' Below the text is a table with columns: Business Unit, Empl ID, Name, Empl Record, Eff Dt, Appointment#, Deptid, Department Description, Job Code, Job Code Description, Review Appt Notice, and Acknowledge. The table contains three rows of data. The 'Review Appt Notice' column for each row has a button labeled 'Review Appt Notice', which is highlighted with a red box and a red arrow. The 'Acknowledge' column has a checkbox for each row.

Business Unit	Empl ID	Name	Empl Record	Eff Dt	Appointment#	Deptid	Department Description	Job Code	Job Code Description	Review Appt Notice	Acknowledge	
1	CICMP	100042499	Jamie Fraser	1	08/19/2023	73000087	331869	MS Computer Science	2322	Instr Fac,Spcl Pgms-For Credit	Review Appt Notice	<input type="checkbox"/>
2				2	08/19/2023	73000094	331885	MS Nursing	2322	Instr Fac,Spcl Pgms-For Credit	Review Appt Notice	<input type="checkbox"/>
3				2	08/17/2023	73000103	303750	Math	2358	Lecturer AY	Review Appt Notice	<input type="checkbox"/>

## Pursuant to Provision 36.5 of the CFA collective bargaining unit

Are you employed or do you plan to be concurrently employed in any other capacity at a CSU campus during the period of this appointment? (Check if Yes)

# CHRS Guide: How to view and acknowledge Appt Notice

- 3. The Appointment Notice will open in a new browser window.



09/26/2023

Employee Name: **Jamie Fraser**  
Employee ID: **100042499**  
Empl Rcd#: **2**

This letter constitutes an offer of employment in **Math**, as a **Lecturer AY, Range 3**. This offer automatically expires at the end of the period stated below and does not establish consideration for subsequent appointments or any other appointment rights. For your specific assignment, contact the Department Chair. All referenced Articles are contained in the collective bargaining agreement linked <https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/unit3-cfa.aspx>.

Part-time appointments are made on a conditional basis and are contingent upon budget and/or enrollment pursuant to CFA collective bargaining agreement (CBA) 12.5.

Detailed Appointment Information		
Term Start Date: <b>08/17/2023</b>	Term End Date: <b>12/15/2023</b>	Appt End Date: <b>05/24/2024</b>
Term: <b>Fall 2023</b>	Appointment Type: <b>12.3 Entitlement</b>	
WTU: <b>3.0000000</b>	Fraction: <b>1/5</b>	Time Base: <b>0.2000000</b>
Base Salary Rate: <b>5,405.00</b>	Monthly Pay: <b>1,081.00</b>	Term Rate: <b>6,486.00</b>

- 4. Once you review, click Acknowledge checkbox.

Employee Self Service CSU TAE Appointment Notice

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CSU TAE Appointment Notice | Reprint Old Notice | Course Assignments

For access to your Course Information, please login to your **Campus Student Solution** database

Please review your appointment detail by clicking the "Review Appt Notice" button. Once your review is complete, please indicate your agreement with the Terms outlined in the Appointment Detail by clicking the Acknowledge checkbox. If you are not in agreement with the Terms outlined, please contact your hiring department. Click on the 'Course Assignment' tab for course information.

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**Pursuant to Provision 36.5 of the CFA collective bargaining unit**

Are you employed or do you plan to be concurrently employed in any other capacity at a CSU campus during the period of this appointment? (Check if Yes)



# CHRS Guide: How to view and acknowledge Appt Notice

5. Any notices that you have acknowledged will be archived under Reprint Old Notice tab, and you may access them at any time.

Employee Self Service CSU TAE Appointment Notice

CSU TAE Appointment Notice **Reprint Old Notice** Course Assignments

**Appointment History**

Personalize | Find | View All | First 1-4 of 4 Last

	<u>Business Unit</u>	<u>Description</u>	<u>Dept ID</u>	<u>Description</u>	<u>Job Title</u>	<u>WTU/ Hour</u>	<u>Expected Start Date</u>	<u>Term End Date</u>	<u>Appt Nbr</u>	<u>Reprint</u>
1	CICMP	Channel Islands Business Unit	331866	MBA	Extension	3.000000000	08/19/2023	12/09/2023	73000071	
2	CICMP	Channel Islands Business Unit	331869	MS Computer Science	Extension	3.000000000	08/19/2023	12/09/2023	73000083	
3	CICMP	Channel Islands Business Unit	331869	MS Computer Science	Extension	4.000000000	08/19/2023	12/09/2023	73000086	
4	CICMP	Channel Islands Business Unit	303750	Math	Lecturers	3.000000000	08/17/2023	12/15/2023	73000103	