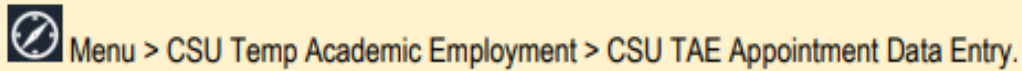


# CHRS Guide: Enter TAE Appointment Data – Cancellation Mid Process

1. Navigate to CSU TAE Appointment Data Entry.



2. Use search criteria, EE Group 01, to find the faculty appointment data to cancel. If you have multiple areas, you can use Dept ID to view faculty by programs.

**Search Criteria**

Business Unit:  Channel Islands Business Unit  
 EE Group:  Lecturers  
 Empl ID:  Dept ID:  Term:  Job Code:  Lookback Dt:

3. In the appointment data entry page, "Revision" appears in Other Action if cancelling after appointment notification.

**Search Criteria**

Business Unit:  Channel Islands Business Unit  
 EE Group:  Lecturers  
 Empl ID:  Dept ID:  Term:  Job Code:  Lookback Dt:

**Data Entry (Lecturer Group)**

*EmpID	Empl Stat	Eff Sesi	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	*Multi Term Date	*WTU	*FTE	*Entitlement	Actual CompRate	Term Rate	Unconditional	REH Annuat	Ready2
1 100042498	2	0	Claire Beauchamp	Active	CICMP	10012734	2358	2	4,530.00	303780	Math	2238	1	008	Revision		08/17/2023	12/15/2023	12/15/2023	3.000000000	0.200000		906.00	6,438.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Save for later, Add new Person, Save & Submit, Select All, Deselect All

4. Change the Other Action reason from Revision to Canceled.

**Other Action**

5. Select "Ready" and click Save & Submit for cancellation approval.