CHRS Guide: Enter TAE Appointment Data – Revise After Loaded to Job
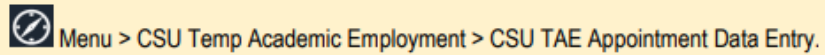
1. Navigate to CSU TAE Appointment Data Entry.

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

2. Use search criteria, EE Group 01, to view the existing faculty in your respective area. If you have multiple areas, you can use Dept ID to view faculty by programs.

3. Find an employee and enter a revision on existing appointment by editing the existing row for that employee.
   Note: Search result returns with only employees who are in Job Data. If an employee has worked in multiple consecutive jobs, the most recent job is retrieved.

4. Using the existing row, select Term for the existing appointment which you are trying to revise. Click Yes to disregard the warning that the term already exists in the history table.

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5. Other Action field defaults to Revision and continue to enter appointment data.

6. On Addl Data Tab, indicate the reason for revision so that approver can easily identify the changes you are making.

7. Select Ready when the entire row is completed. Click Save & Submit button for approval.