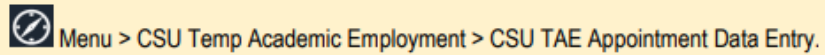


CHRS Guide: Enter TAE Appointment Data – Revise After Loaded to Job

1. Navigate to 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.

Search Criteria

Business Unit: CICMP Channel Islands Business Unit
 EE Group: 01 Lecturers
 Empl ID:
 Dept ID:
 Term:
 Job Code:
 Lookback Dt: 03/25/2022 30
 Search

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.

Search Criteria

Business Unit: CICMP Channel Islands Business Unit
 EE Group: 01 Lecturers
 Empl ID:
 Dept ID:
 Term:
 Job Code:
 Lookback Dt: 08/01/2023 30
 Search

Data Entry (Lecturer Group)

*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	EMDt	End Date	*Multi Term Date	*WTU	*FTE	*Entitlement	Actual CompRate	Term Rate	Unconditional	REH Annual	Ready?
100042498	3	0	Claire Beauchamp	Active	CICMP	10012881	2358	3	5,405.00	303735	Psychology						08/17/2023				0.133333		5,405.00		<input type="checkbox"/>	<input type="checkbox"/>	

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

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.

Data Entry (Lecturer Group)

*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	EMDt	End Date
100042498	3	0	Claire Beauchamp	Active	CICMP	10012881	2358	3	5,405.00	303735	Psychology	2242						08/17/2023

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

Message

TERM (2242) for this EE already exists in History table, continue processing? (25115,11)

History details:

EmplId: 100042498
 Empl Rcd: 3
 Appt Number: 73000097
 EMDt: 2024-01-18
 EFFSeq: 0
 Submitted By: 73003164115
 Submitted Date: 2023-09-26-14.22.24.000000

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

Data Entry (Lecturer 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	*Multi Term Date
1 100042498	3	0	Claire Beauchamp	Active	CICMP	10012881	2358	3	5,405.00	303735	Psychology	2242	1		Revision		01/18/2024	05/24/2024	05/24/2024

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

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

Data Entry (Lecturer Group)

Appt Data | **Add Data** | Appt Log

Revision defaults to DTA/CNR as New Action Reason

*Empl ID	Empl Rcd	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	*Base Rate	Dept ID	Description	New Action	New Actn Rsn	Pay End Dt	PPT Flag	Item 215	Comments	Ready?
1 100042498	3	0	Claire Beauchamp	Active	CICMP	10012881	2358	3	5,405.00	303735	Psychology	DTA	CNR				WTU update from 2 to 3	<input checked="" type="checkbox"/>

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

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

Data Entry (Lecturer 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	*Multi Term Date	*WTU	*FTE	*Entitlement	Actual CompRate	Term Rate	Unconditional	REH Annuity	Ready?
1 100042498	3	0	Claire Beauchamp	Active	CICMP	10012881	2358	3	5,405.00	303735	Psychology	2242	1	006	Revision		01/18/2024	05/24/2024	05/24/2024	3.0000000000	0.200000		1.081.00	6,468.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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