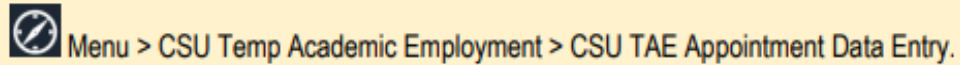


CHRS Guide: Enter TAE Appointment Data – New Lecturer

1. Navigate to CSU TAE Appointment Data Entry.



2. Use search criteria, EE Group 01, 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: EE Group: Empl ID: Dept ID: Term: Job Code: Lookback Dt:

Channel Islands Business Unit Lecturers

3. If the employee is not in the search results, or is new to your department, add an employee by using Add New Person button.

Data Entry (Lecturer Group)

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

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	EMDt	End Date	*Multi Term Date	*WTU	*FTE	*Entitlement	Actual CompRate	Term Rate	Unconditional	REH Annuity	Ready?
1		0																									

4. Once a new row populates, continue with appointment data entry.

Data Entry (Lecturer Group)

Personalize | Find | New All | First 1-16 of 16 Last

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	EMDt	End Date	*Multi Term Date	*WTU	*FTE	*Entitlement	Actual CompRate	Term Rate	Unconditional	REH Annuity	Ready?
NEW		0			CICMP																						

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

Data Entry (Lecturer Group)

Personalize | Find | New All | First 1-16 of 16 Last

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	EMDt	End Date	*Multi Term Date	*WTU	*FTE	*Entitlement	Actual CompRate	Term Rate	Unconditional	REH Annuity	Ready?
1	100042498	2	0	Chaire Beauchamp	Active	CICMP	10012734	2358	2	4,530.000000	300750	Math	2242	1	006		01/18/2024	05/24/2024	05/24/2024	3.000000000	0.200000		906.000000	5,436.000			<input checked="" type="checkbox"/>

6. Click Save & Submit for approval.

