


CHRS Guide: Enter TAE Appointment Data – ISA (Instructional Student Assistant)

1. Navigate to CSU TAE Appointment Data Entry:

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

2. Use search criteria, EE Group 11, to view student employees in your respective area. If you have multiple programs, you can use Dept ID to view student employees by programs.

Search Criteria

Business Unit: CICMP Channel Islands Business Unit	EE Group: 11 ISA	Empl ID: <input type="text"/>	Dept ID: <input type="text"/>	Term: <input type="text"/>	Job Code: <input type="text"/>	Lookback Dt: 05/06/2022	Search
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- a. If a student has previously been employed in the specific dept, employee information is retrieved from Job Data. If a student employee has worked multiple consecutive jobs, the most recent job is retrieved.
- b. If a student employee is not in the search results and is new to your department, add a student employee by using Add New Person button.

Data Entry (ISA Group)

Personalize | Find | View All |

Appt Data | Addl 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	*Hourly Rt	*Min Hours
1	0	0				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>					<input type="text"/>	<input type="text"/>

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

4. Once a new row populates or student employee's information is retrieved, continue with appointment data entry from the left to the right of the same row.

Data Entry (ISA Group)

Personalize | Find | View All |

Appt Data | Addl 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	*Hourly Rt	*Min Hours
NEW	0	0			CICMP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>					<input type="text"/>	<input type="text"/>

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

Data Entry (ISA Group)

Personalize | Find | View All | First 1-3 of 3 Last

Appt Data | Addl 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	*Hourly Rt	*Min Hours	*Max Hours	REH	Ready?
100042499	3	0	Jamie Fraser	Active	CICMP	10015295	1150	0	18.000000	310842	Undergraduate Studies	2242	1	002			01/18/2024	05/24/2024	18.000000	10	15		<input checked="" type="checkbox"/>
100042500	5	0	Brianna Fraser	Active	CICMP	10015295	1150	0	17.000000	310842	Undergraduate Studies	2242	1	002			02/01/2024	05/30/2024	17.000000	10.00000	15.00000		<input checked="" type="checkbox"/>
3	0	0				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>					<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>

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6. Click Save & Submit for approval.

Save & Submit

ISA Hire and Appt Data Entry Tips

- For new ISA hire, application, position description, and resume need to be submitted to HR. ISAs need to complete the new hire paperwork and onboarding with HR before they can start.
- ISA can work up to 20 hours per week.
- Complete the following fields: Position Number, Term, Session, Appt Type (12 mo-002), EffDt, End Date, Hourly Rt, Min Hours, and Max Hours. (Min Hours field has to be at least 1.)

*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	Hourly Rt	*Min Hours	*Max Hours	REH Annuity	Ready?	
1	100042499	3	0	Jamie Fraser	Active	CICMP	10015295	1150	0	18.000000	310842	Undergraduate Studies	2242	1	002			01/18/2024	05/24/2024	18.000000	10.00000	15.00000	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- You may not know Min&Max Hour range until the first week of the semester. Use the estimate of ISA work hours during academic days. EffDt and End Date can be flexible (slightly earlier or later than the academic days); however, ISA work days should not be in June or July which is outside of AY dates.