

Approve TAE Appointments – Lecturer Appointments

Once the originator submits the lecturer appointments in TAE, approvers will receive an email notification from “NoReply@calstate.edu - TAE Approvals Pending” when the appointment reaches their level of approval

Wang, Carol

From: NoReply@calstate.edu
Sent: Tuesday, June 3, 2025 11:00 AM
To: Wang, Carol
Subject: TAE Approvals Pending

You have pending TAE Approvals. You can access your approvals through the self-service tile on the homepage.

Business Unit: SACST	Step/Level #
EE Group: 01	01: Lecturer
Employees CHRS ID: 10009999	1: Dept. Chair; 2: College Analyst
Step/Level: 1	3: Dean; 4: OFA

Search for appointments to approve

Step 1: Log into CHRS and then select “Employee Self Service” from the drop-down menu to see if you have “Lecturer” appointments pending approval.

The screenshot shows the CSU Employee Self Service dashboard. In the left sidebar, the 'Employee Self Service' link is highlighted with a red box and labeled '1'. The main content area features a 'CSU TAE Approval Chart' with two bars: 'Additional Employment' and 'Lecturers'. The 'Lecturers' bar is highlighted with a red box and labeled '2'. Below the chart, it says '4 Total Count for SACST'. To the right of the chart is a 'CSU TAE Appt Notice' tile with a box icon.

Step 2: Follow the steps to navigate to the approval page by following these steps:

1) Click the compass icon (NavBar) in the upper-right corner, 2) Menu, 3) CSU Temp Academic Employment, 4) CSU TAE Approval Workflow, 5) CSU TAE My approval page

The screenshot shows the CSU Employee Self Service dashboard with the NavBar menu open. The navigation path is indicated by red boxes and numbers: 1) Compass icon in the upper right corner, 2) Menu in the NavBar, 3) CSU Temp Academic Employment in the menu, 4) CSU TAE Approval Workflow in the menu, and 5) CSU TAE My approval page in the menu. The background shows the same dashboard as the previous screenshot.

Step 3: Enter the search criteria noted below to find the pending approvals, then click “Search.”

CSU TAE My Approval page

Search Criteria

*Business Unit: SACST CSU SACRAMENTO

*EE Group: 01 Lecturers

Empl ID: Dept ID:

Term: Job Code: Approval Level:

Search

Required

Optional

Click

Business Unit (SACST) and EE (Employee) Group (01-Lecturer) are required.

Empl ID (Employee CHRS ID) and Dept ID (Department ID) are optional. Deans and college analysts can use Dept ID to sort the pending list by department.

Review appointments

Click the following tabs to review the appointment data –

Step 1: Appt Data (Appointment Data) – The original screenshot is split into two sections. Check the data in the selected columns from 1 to 5 in the first section the screenshot and from 6 to 10 in the second section below. “Red” columns contain Required data, “Green” columns should be “checked” when it’s applicable.

Data Entry (Lecturer Group)																
Appt Data		Add'l Data	Appt Log	Approval	Notification	2	3			4			5			
	*EmplID	Empl Rcd	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	*Base Rate	Dept ID	Description	Term	Session	*Appt Type	
1	100081754	1	3	0	Mickey Mouse	1	SACST	10025791	2358	3	6,500.00	16800	Dept of Theatre and Dance	2258	1	006

- 1) Empl Rcd (Employment Record No.) and Empl Stat (Employment Status):** Click the status to view the TF (Temp Faculty) Job History and check whether the lecturer already has an existing Empl Rcd (Employee Record) number under the same Dept ID. For example, Mickey Mouse currently has an existing “Empl Rcd” number “0” with Comm. Studies and the job code is 2354 (for TA), not **2358** (for Lecturer). A new record number has to be generated for Theatre and Dance. If you notice an error with the Empl Rcd, “Push Back” to the originator. Refer to Step 3 – “Approve an Appointment or Push Back” below for more details.

TF Job History

Empl ID: 100081754 Mickey Mouse

Empl Rcd	Empl ID	Eff Seq	Position Nbr	Business Unit	Dept ID	Dept Name	Job Code	Job Code Descr	Pay Status	Action	Reason	Fraction	WTU	FTE	Expected Job End Date
0	08/24/2011	1	10026004	SACST	15200	Communication Studies	2354	Teaching Associate AY	Terminated	TER	CNL	0/0	7.500000000	0.5000000	01/04/2012

Staging Data

Empl Rcd	Empl ID	Eff Seq	Position Nbr	Business Unit	Dept ID	Dept Name	Job Code	Job Code Descr	EE Group	Appt Nbr	Step/Level	WTU	FTE	Action Performed
2	05/28/2024	0	10038340	SACST	20204	Accounting	2457	IF Summer Session State Supprt	05	600000281	3	3.000000000	0.2000000	Pending Approvals
3	08/20/2025	0	10025791	SACST	16800	Dept of Theatre and Dance	2358	Lecturer AY	01	600000341	1	6.000000000	0.4000000	Pending Approvals

Term: 2258 Fall 2025

Previous Term Next Term

- 2) Position Nbr (Position Number):** Check if the position number is correct.
- 3) Grade and Base Rate:**
 - a) Existing Lecturer:** Do **not** modify the data in the system. OFA will update the grade and base rate for lecturers who receive a range elevation **after** the new appointment is approved.
 - b) New Hires:** Approvers must verify that the grade and base rate match the information approved by the college.
- 4) Term: 2258 for Fall 2025**

5) **Appt Type (Appointment Type):**

003 - 12.3 Entitlement (Academic Year) – DO NOT USE 001

006 - Semester Appointment

014 - 12.12 Entitlement Yr 1 of 3

015 - 12.12 Entitlement Yr 2 of 3

016 - 12.12 Entitlement Yr 3 of 3

Personalize Find View All 1 of 1 Last														
6				7	8	9		10						
Other Action	Revision	Adjust	EffDt	End Dt	*Multi Term Date	*WTU	*FTE	Entitlement	Actual CompRate	Term Rate	Unconditional	REH Annuity	Diff Appt	Ready?
	<input type="checkbox"/>		08/20/2025	01/02/2026	01/02/2026	6.0000000000	0.400000	0	2,600.00	15,600.00	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>

6) **Other Action: “No Change”** should be selected for the following groups of lecturers -

- **Fall Semester:** 3-Year Appointments (both FT and PT) **only** in **Year 2 of 3 (015) and Year 3 of 3 (016)** with **NO** WTU changes from the previous Spring semester.
- **Spring Semester:** AY Appointment (003), and all 3-Year Appointments (014, 015, and 016) with **NO** WTU changes from the previous Fall semester.

If you see any other options were selected in this column, contact OFA before you push back.

Refer to Step 3 – “Approve an Appointment or Push Back” below for more details.

7) **WTU (Weighted Teaching Unit):** Check if the WTU is correct.

8) **Entitlement:** Check if the entitlement is correct. **“0” is required for the semester appointment (006).**

9) **Unconditional:** This box has to be “checked” for **3-Year Full-Time lecturer** with 30 WTUs entitlement.

10) **REH Annuity (Rehired Annuitant):** This box has to be “checked” for rehired annuitants.

Step 2: Addl Data (Additional Data) – check New Action and New Actn Rsn (New Action Reason)

Data Entry (Lecturer Group)													
Appt Data Addl Data Appt Log Approval Notification ???													
*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
1 100081754	3	0	Mickey Mouse	-	SACST	10025791	2358	3	6,500.00	16800	Dept of Theatre and Dance	HIR	APT

Recruitment Type	Empl Stat	New Action	New Actn Rsn
New Hire – First employment at Sac State (Empl Rcd #0)	“-“	HIR (Hire)	APT (New Temp Appointment)
New Hire with another position on campus currently or previously	Active (Current) or Terminated or “-“ (Previously)	HIR (Hire)	CON (Concurrent)
Existing Lecturer with “Active” status	Active	DTA (Data Change)	APT (New Temp Appointment)
Returning Lecturer with “Terminated” status	Terminated	REH (Rehire)	REH (Rehire)
Existing 3-Year Lecturers in Year 2 of 3 and Year 3 of 3 with NO WTU (time base) changes – With “ No Change ” option selected.	Active	DTA (Data Change)	CNR (Contract Revision) – Only generate appt notice for current term (2258) without changing the workload
Existing 3-Year Lecturers in Year 2 of 3 and Year 3 of 3 WITH WTU (time base) changes.	Active	PRC (Pay Rate Change)	TBC (Time Base Change)

Step 3: Approve an appointment or Pushback

Data Entry (Lecturer Group)

Data Entry (Lecturer Group)																
Appt Data		Addl Data		Appt Log		Approval		Notification								
*Empl ID	Empl Rcd	Eff Sen	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	*Base Rate	Dept ID	Description	Last Submitted Date/Time	Appt Nbr	Step Level	Approve?	Comments
1 100081754	3	0	Mickey Mouse	-	SACST	10025791	2358	3	6,500.00	16800	Dept of Theatre and Dance	06/10/2025 10:25:58PM	600000341	1	<input type="checkbox"/>	

Selection by:

- 1) **Approve:** The appointment needs no modifications and can move forward in the approval process. Check “Approve” and then click “Save & Submit.”

1

2

3

OFA USE ONLY

Approve? ☐ Comments Delete? ☐ Pushback? *Reason

Save & Submit

Look Up Pushback?

Step begins with

Description begins with

Basic Lookup

Search Results

View 100 First 1-3 of 3 Last

Step	Description
0	Originator
1	Department Chair
2	College Analyst

- 2) **Pushback:** The appointment requires modification.
Click the “magnify glass” and select “0” – the originator; enter a reason (Ex: update WTU, incorrect “Empl Rcd” number, etc.); and then click “Save & Submit”

NOTE: “Delete” is for OFA USE ONLY!!