

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

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

Empl ID (Employee CHRS ID) and Dept ID (Department ID) are optional. Approvers who have access to multiple departments enter the Dept. ID to sort out the pending approval list.

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		Addl Data	Appt Log	Approval	Notification	2		3		4		5		
*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
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 (Employee 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, click on the “Approval” tab to enter a note in the comments with the correct Empl Rcd. OFA will correct it before loading the appointment to Job Data.

TF Job History

Empl ID: 100081754 Mickey Mouse

Empl Rcd	EffDt	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	8/24/2011	1	10026004	SACST	15200	Communication Studies	2354	Teaching Associate AY	Terminated	TER	CNL	0/0	7.500000000	0.5000000	01/04/2012

Empl Rcd	EffDt	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	0.200000	Pending Approvals
3	08/20/2025	0	10025791	SACST	16800	Dept of Theatre and Dance	2358	Lecturer AY	01	600000341		1.6.000000000	0.400000	Pending Approvals

Term 2258 Fall 2025

- 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 grade and base rate changes (Ex: 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:** 2XXY - XX=last digits of given year, Y= corresponding digit for semester (8=Fall; 3=Spring; 5=Summer). Ex: 2258 – Fall 2025; 2263 – Spring 2026.

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

6				7	8	9		10						
Other Action	Revision	Adjust	EffDt	End Dt	*Multi Term Date	*WTU	*FTE	Entitlement	Actual CompRate	Term Rate	Unconditional	REH Annuit	Diff Appt	Ready?
	<input type="checkbox"/>		08/20/2025	01/02/2026	01/02/2026	6.000000000	0.400000	0	2,600.00	15,600.00	<input type="checkbox"/>	<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 Annuit (Rehired Annuitant):** This box has to be “checked” for rehired annuitants.

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

1. Click the Addl Data tab.

2. Click the Empl Stat to open the TF Job History.

6. Confirm New Action/New Actn Rsn.

3. Identify the Dept ID and Job Code (2358) for lecturers who have multiple job history.

4. Use the list below to check the New Action/Actn Rsn.

5. A reference date for appt type.

TF Job History

Empl Rcd	EffDt	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	08/28/2013	0	10026477	SACST	25700	Teaching Credentials	2358	Lecturer AY	Terminated	TER	END	9/15	9.000000000	0.600000	05/30/2013
1	08/21/2024	1	10025472	SACST	26000	Undergraduate Studies in Educ	2358	Lecturer AY	Active	PAY	SSI	1/1	15.000000000	1.000000	05/26/2027
2	08/16/2023	1	10035104	SACST	24600	College of Education	2403	FT Faculty Unit-Addtl Emplmt	Terminated	TER	CNL	0/0	7.500000000	0.500000	08/22/2023

Recruitment Type	Pay Status	New Action	New Actn Rsn
New Hire – First employment at Sac State - Empl Rcd #0	N/A – Appointment data is listed in “Staging Data” column.	HIR (Hire)	APT (New Temp Appointment)
New Hire with another position on campus currently (Active) or previously (Terminated) – New Empl Rcd # is needed.	Active (Current) or Terminated (Previously) with the other position.	HIR (Hire)	CON (Concurrent)
Returning Lecturer with “Terminated” status	Terminated	REH (Rehire)	REH (Rehire)
Existing Lecturer with “Active” status	Active	DTA (Data Change)	APT (New Temp Appointment)
Fall Semester – Existing 3-Year Lecturers in Year 2 of 3 and Year 3 of 3 with NO WTU (time base) changes from the previous Spring semester – With “ No Change ” option selected. Spring Semester – 12.3 Entitlement, all 3-Year Appointments with NO WTU (time base) changes from the previous Fall semester – With “ No Change ” option selected.	Active	DTA (Data Change)	CNR (Contract Revision) – Only generate appt notice for current term without changing the workload in Job Data.
Fall Semester – Existing 3-Year Lecturers in Year 2 of 3 and Year 3 of 3 WITH WTU (time base) changes from the previous Spring semester. Spring Semester – 12.3 Entitlement, all 3-Year Appointments WITH WTU (time base) changes from the previous Fall semester.	Active	PAY (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." **Do not use "Save for later."**

Approve?	Comments	OFA USE ONLY	Delete?	Pushback?	*Reason
<input type="checkbox"/>			<input type="checkbox"/>	0	Update WTU

3

Look Up Pushback?

Step

Description

[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!!