

How to Acknowledge and Reprint Your Temp Academic Employment

➤ Acknowledge Your Temp Academic Employment

Step 1: You will receive an Email from “NoReply@calstate.edu - CSU Appointment Notification” when the appointment is ready for you.

From: NoReply@calstate.edu <NoReply@calstate.edu>
Sent: Friday, June 20, 2025 8:35 AM
To: Mouse, Mickey mickey.mouse@csus.edu
Subject: **CSU Appointment Notification**

Hello Mickey Mouse,
Your appointment notification is now available for your review and acknowledgement. Please login to the campus portal and click the "CSU TAE Appt Notice" tile on the California State University, Sacramento Employee Self-Service dashboard to access and acknowledge your appointment notification.

Please use Chrome or Edge browser for accessing your Employee Self-Service dashboard.

Thank you,
California State University, Sacramento

Step 2: Log into My Sac State and then click “Common Human Resources System” (CHRS). If you don’t see CHRS on the list, click “Customize Quick Links” to add CHRS to your “My Quick Links.”

My Quick Links

[Customize Quick Links](#)

Acrobat Sign

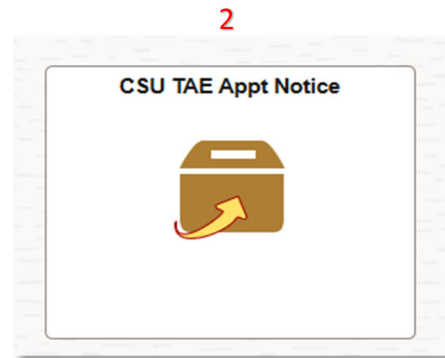
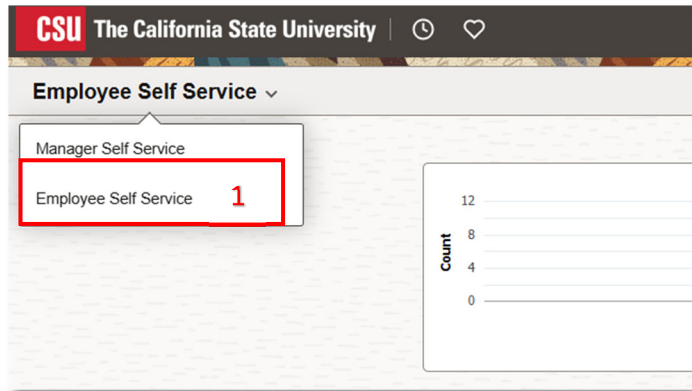
CFS Finance Access

CMS Campus Solutions (SA) Access

Common Human Resources System (CHRS)

Employee Self Service, Manager Self Service, Functional Access

- Step 3:** 1) Select “Employee Self Service.”
2) Click “CSU TAE Appt Notice” tile.



- Step 4:** Follow the instructions on the screen to review and then acknowledge your appointment. You can click on the “Course Assignments” tab to see your course information.

CSU TAE Appt Notice

CSU TAE Appointment Notice Reprint Old Notice **Course Assignments** 3

For access to your Course Information, please login to your Campus Student Solution database

1 Please review your appointment detail by clicking the "Review Appt Notice" button. Once your review is complete, please indicate your agreement with the Terms outlined in the Appointment Detail by clicking the Acknowledge checkbox. If you are not in agreement with the Terms outlined, please contact your hiring department. Click on the 'Course Assignment' tab for course information.

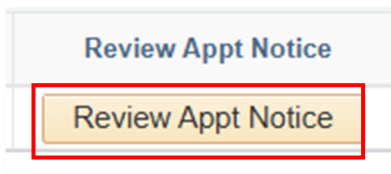
Business Unit	Empl ID	Name	Empl Record	Eff Dt	Appointment#	Deptid	Department Description	Job Code	Job Code Description	Review Appt Notice	Acknowledge
1			0							2 Review Appt Notice	4 <input type="checkbox"/>

Pursuant to Provision 36.5 of the CFA collective bargaining unit
Are you employed or do you plan to be concurrently employed in any other capacity at a CSU campus during the period of this appointment? (Check if Yes)

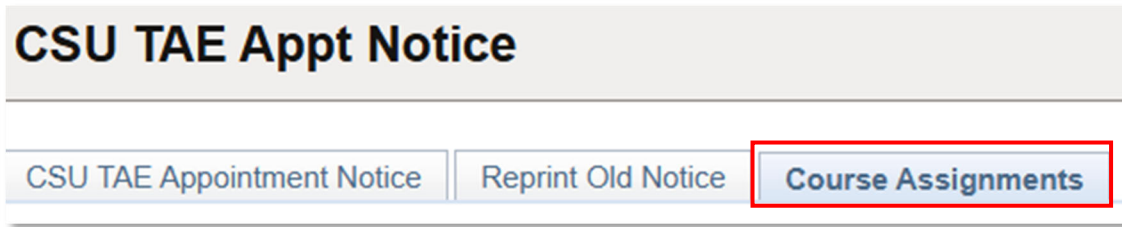
Please **do not** check the box.

If you are employed at another CSU campus in addition to Sac State, please email your department with the name of the other campus and your WTU/Units.

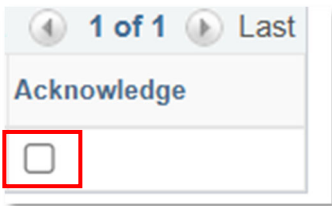
- 1) Read the instruction
- 2) Click on



- 3) Click on “Course Assignments” to review your workload.



- 4) Check “Acknowledge” after you complete reviewing your appointment.



- 5) If you have any questions regarding your appointment, please contact your department directly. Please **do not** reply to the email that you received from “NoReply@calstate.edu” with your questions.

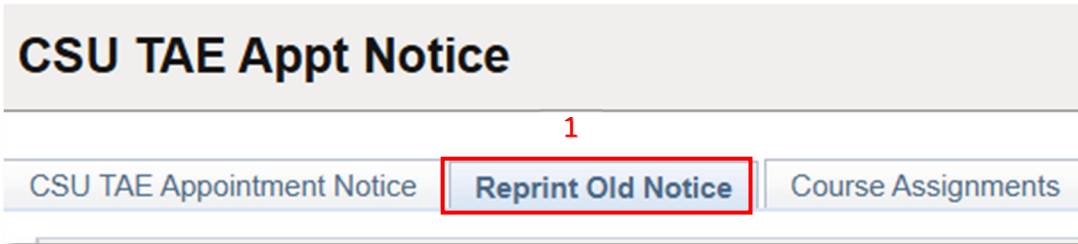
NOTE: There is no “confirmation” message after the appointment has been acknowledged. If you see the error message below, please click on “Reprint Old Notice” to see if the appointment is listed. If it appears, then the appointment has been successfully acknowledged, and no further action is needed.


The screenshot shows the CSU TAE Appointment Notice interface. A yellow checkmark is placed above the "Reprint Old Notice" tab. Below the tabs, there is a message: "For access to your Course Information, please login to your Campus Student Solution database". Below that, there is a paragraph of text: "Please review your appointment detail by clicking the 'Review Appt Notice' button. Once your review is complete, please indicate your agreement with the Terms outlined in the Appointment Detail by clicking the Acknowledge checkbox. If you are not in agreement with the Terms outlined, please contact your hiring department. Click on the 'Course Assignment' tab for course information." Below this text is a table with columns: Business Unit, Empl ID, Name, Empl Record, Eff Dt, Appointment#, DeptId, Department Description, Job Code, Job Code Description, Review Appt Notice, and Acknowledge. The table has one row with the following values: 1, 0, , , , , , , , , . Below the table, there is a "Review Appt Notice" button and an "Acknowledge" checkbox. Below the table, there is a message box with the text: "Pursuant to Provision 36.5 of the CFA code of Ethics, are you employed or do you plan to be employed by the State of California? (Check if Yes) ". Below the message box, there is an "OK" button.

➤ **Reprint Your Temp Academic Employment Notice**

1) Click the “Reprint Old Notice”

Note: Once you “acknowledged” the notice, the system marks it as “old notice”, even if it’s your current appointment.



2) Select the notice that you would like to reprint and then click on the “printer icon”  to print.

