

Updated 11/25/2025

TAE Data Entry User Guide for Lecturer Appointments

Office of Faculty Affairs
Sacramento State

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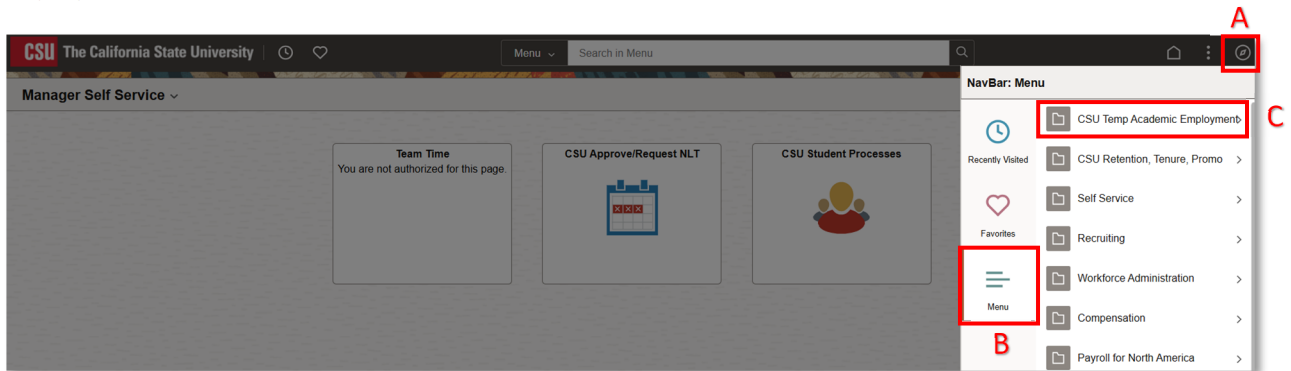
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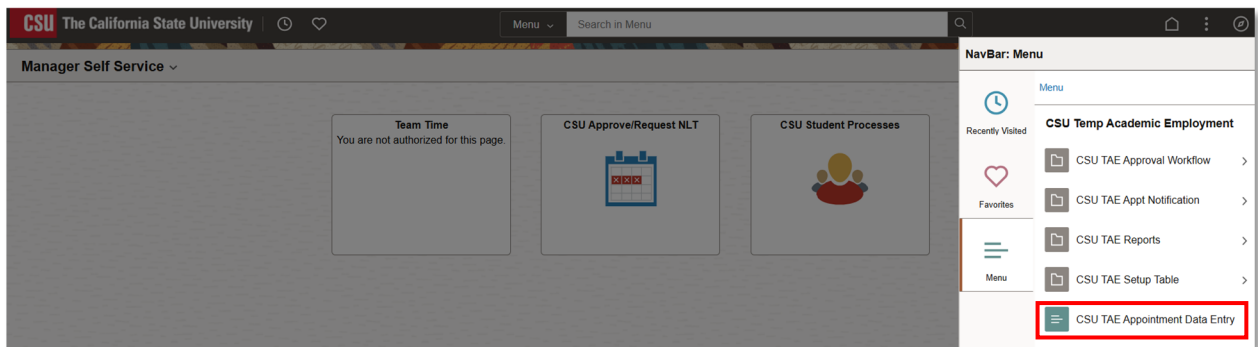
Chapter 1 - Data Entry

➤ Search for Employee

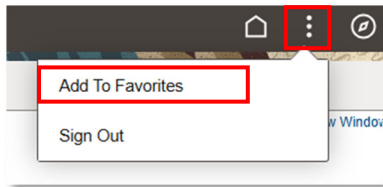
1: Log into CHRS. Follow the steps to click on the compass (NavBar) to select CSU Temp Academic Employment from the Menu.



2: Select CSU TAE Appointment Data Entry



Note: You can click on the three dots to add this page to “Favorites.”



3: Enter the search criteria - The original screenshot is split into two sections.

CSU TAE Appointment Data Entry

Search Criteria

A **B** **C**

*Business Unit SACST
CSU SACRAMENTO

*EE Group: []

Empl ID: []

Dept ID: []

D **E**

Term: []

Job Code: []

Lookback Dt: 01/01/2024

Search

- A. **EE Group - Required field:** Enter 01 for Lecturer. You may also click on the magnify glass to select 01 from the list.
- B. **Empl ID (Employee CHRS ID)** – Optional field: You can search for lecturers' records using their CHRS ID, but this field will not locate records for new lecturers who have never worked in your department.
- C. **Dept. ID (Department ID)** – Optional field: If you have access to multiple departments, enter the Dept ID to view lecturers in a specific department; if you have access to only one department, you can leave it blank.
- D. **Lookback Dt (Lookback Date):** This field defaults to 18 months, but you can adjust it to search within a specific timeframe. For example, entering 08/21/2024 will return records from that date up to the current date. If you leave the field blank, it will return all records from 2018 to the present.

The “return records” displayed in the data entry list represent lecturers who have had transactions – such as new appointments, time base changes, salary increases, range elevations, or terminations, etc., during the selected time frame.

If an existing lecturer does not appear in the list, try adjusting the Lookback Date to an earlier date – such as the default 18-month period or even up to two years prior to today’s date – and run the search again.

- E. Click **“Search.”** Only 20 records are displayed by default. Click **“View All”** or **“View 100”** (if there are more than 100 records) in the upper-right corner to see the list of the search results.



➤ **Entering Appointments for Existing Lecturers (an offer card is not required in PageUp to hire).**

Regardless of employment status (Active or Terminated), if a lecturer appears in the data entry list from the search result, you may follow the user guide starting on page 7 to enter their appointment data.

If an existing lecturer’s name does not appear in the data entry list – whether **Active** or **Terminated** with break in service less than 12 months, adjust the lookback date to an earlier date and run the search again.

➤ **How to Add a New Lecturer to the List and Check Their Empl Rcd (Employee Record Number) and Empl Stat (Employment Status).**

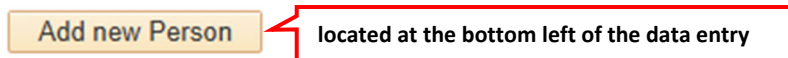
The department must submit an offer card in Page-Up for the following three types of new hires before the originator can generate an appointment in TAE.

If the employee is new to your department or does not appear in the search results, follow the steps below to add this person to the data entry list.

Note: TAE issues a new Empl Rcd when you click “Add New Person.”

1. **New Hire – First employment at Sac State – Empl Rcd (Employee Record) #0**

A. Click on “Add new Person” to add a new row.



B. Follow instructions in a, b, and c below.

Data Entry (Lecturer Group)

Appt Data Addl Data Appt

	*Empl ID	Empl Rcd	Eff Seq	Name	Empl Stat
1	NEW	c 0	0		b -

New Empl Rcd #0 was generated by CHRS for the first employment at Sac State – **KEEP IT!**

a

You can either enter the CHRS ID directly in the column and press the **Tab** key, or click the magnifying glass icon to search by CHRS Empl ID or name. Then click Look Up and select the employee from the results.

Look Up Empl ID

Empl ID begins with

Name begins with

Last Name begins with

First Name begins with

Second Last Name begins with

Alternate Character Name begins with

Look Up Clear Cancel Basic Lookup

b

After the new lecturer’s name populates, click the “—” to check their “Empl Stat” to make sure NO records show in the Job History.

TF Job History

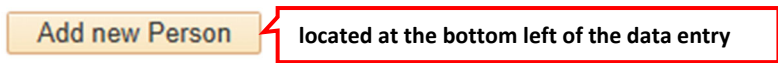
Empl ID:

Job History						
Empl Rcd	EffDt	Eff Seq	Position Nbr	Business Unit	Dept ID	Dept Name
0		0				

Staging Data						
Empl Rcd	EffDt	Eff Seq	Position Nbr	Business Unit	Dept ID	Dept Name
0		0				

2. New Hire with another position at Sac State currently (Empl Stat: Active) or previously (Empl Stat: Terminated or “-”), but this is the first Lecturer’s appointment in this department – Need a new Empl Rcd Number.

A. Click on “Add new Person” to add a new row.



B. Follow instructions in a, b, and c below.

Data Entry (Lecturer Group)

Appt Data		Addl Data			
*Empl ID	Empl Rcd	Empl Stat	Name	Empl Stat	
1	100081754	c 1	0	Mickey Mouse	b -

New Empl Rcd #1 was generated by CHRS – KEEP IT!

You can either enter the CHRS ID directly in the column and press the **Tab** key, or click the magnifying glass icon to search by CHRS Empl ID or name. Then click Look Up and select the employee from the results.

Look Up Empl ID

Empl ID begins with

Name begins with

Last Name begins with

First Name begins with

Second Last Name begins with

Alternate Character Name begins with

[Basic Lookup](#)

After the new lecturer’s name populates, click the “-” (or “Terminated”) to check their “Empl Stat” to make sure there is **NO** empl Rcd# under the **same Dept. ID** and **job code – 2358** (Lecturer).

TF Job History

Empl ID: 100081754 **Mickey Mouse**

Empl Rcd	EffDt	Eff Seq	Position Nbr	Business Unit	Dept ID	Dept Name	Job Code
0	08/24/2011	1	10026004	SACST	15200	Communication Studies	2354

Empl Rcd	EffDt	Eff Seq	Position Nbr	Business Unit	Dept ID	Dept Name
0		0				

3. Returning lecturer (job code 2358) who had a break in service over 12 months previously worked in the same department – use the SAME Empl Rcd Number.

If the employee’s termination date is prior to the “Lookback Dt” you entered, they will not appear in the search results. In that case, click “Add New Person” to manually add the employee, and be sure to **update the Empl Rcd Number to match the one shown in their Job History.**

A. Click on “Add new Person” to add a new row.



B. Follow instructions in a, b, and c below.

Data Entry (Lecturer Group)

Appt Data Addl Data Appt Log

	*Empl ID	Empl Rcd	Eff Seq	Name	Empl Stat
1	1000 [redacted] 🔍	c 2	0	[redacted]	b -

New Empl Rcd #2 was generated by CHRS. **Change** the Empl Rcd# from 2 to “1” to match the job history.

You can either enter the CHRS ID directly in the column and press the **Tab** key, or click the magnifying glass icon to search by CHRS Empl ID or name. Then click Look Up and select the employee from the results.

Look Up Empl ID

Empl ID begins with

Name begins with

Last Name begins with

First Name begins with

Second Last Name begins with

Alternate Character Name begins with

Basic Lookup

After the new lecturer’s name populates, click the “-” (or “Terminated”) to check their “Empl Stat” to locate the existing Empl Rcd# under your Dept ID with the job code – **2358** (Lecturer).


TF Job History













Empl ID: [redacted]

Empl Rcd	EffDt	Eff Seq	Position Nbr	Business Unit	Dept ID	Dept Name	Job Code
0	01/31/2018	0	10025764	SACST	19000	Music	2355
1	8/02/2022	0	10025791	SACST	16800	Dept of Theatre and Dance	2358

Empl Rcd	EffDt	Eff Seq	Position Nbr	Business Unit	Dept ID	Dept Name
0		0				

➤ Enter Appointment Data

- Use **“Tab”** to navigate through the fields. **DO NOT use “Enter”** as this will cause the screen to refresh.
- Click on  to see the list of drop-down menus, or you may enter the data and then press “Tab.”
- The lecturer must have an active Sac State email address in order for you to submit the appointment in TAE.

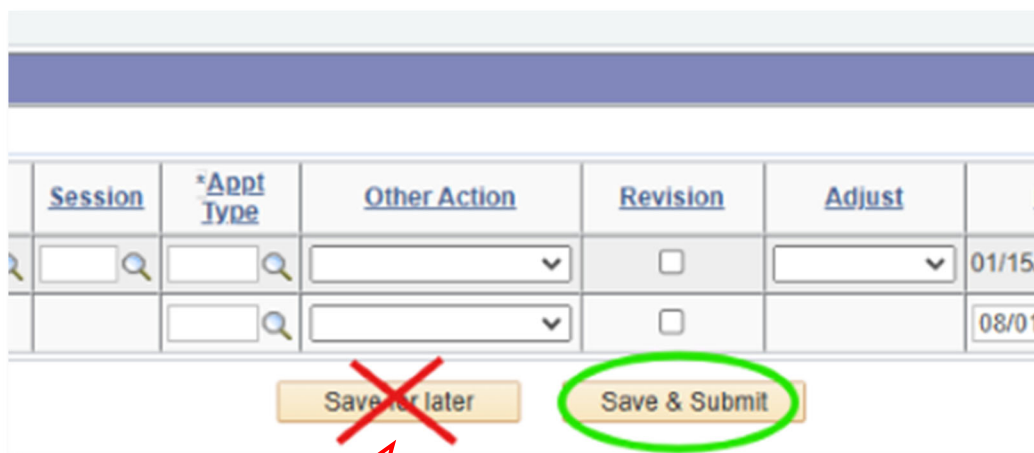
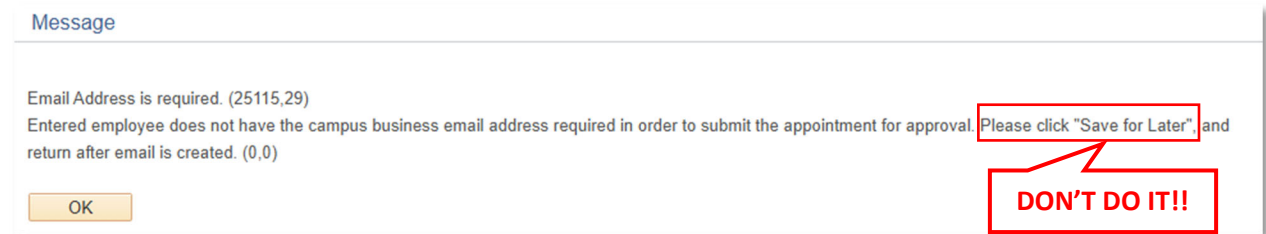
<p><u>Eff Seq</u></p> <input type="text" value="0"/>	<p>DO NOT CHANGE.</p>				
<p><u>*Position Nbr</u></p> <input type="text" value="10025791"/> 	<p>New Hires: Copy and paste the position number from an existing record row into the new hire row. Existing Lecturers: DO NOT CHANGE the position number has been generated on the list unless there is an update/notification from the college.</p>				
<table border="1"> <tr> <td><u>*Grade</u></td> <td><u>*Base Rate</u></td> </tr> <tr> <td><input type="text" value="2"/> </td> <td><input type="text" value="5,507.00"/></td> </tr> </table>	<u>*Grade</u>	<u>*Base Rate</u>	<input type="text" value="2"/> 	<input type="text" value="5,507.00"/>	<p>New Hires: Enter the approved grade and base rate. Existing Lecturers: DO NOT CHANGE the grade and base rate.</p> <p>All salary adjustment – GSI, SSI, Range Elevation, and Grade Change will be done by OFA after the apt is loaded to the system.</p>
<u>*Grade</u>	<u>*Base Rate</u>				
<input type="text" value="2"/> 	<input type="text" value="5,507.00"/>				
<table border="1"> <tr> <td><u>Term</u></td> <td><u>Session</u></td> </tr> <tr> <td><input type="text" value="2258"/> </td> <td><input type="text" value="1"/> </td> </tr> </table>	<u>Term</u>	<u>Session</u>	<input type="text" value="2258"/> 	<input type="text" value="1"/> 	<p>Term:</p> <ol style="list-style-type: none"> Enter the data and press tab 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. OR Click on the  to select the term from the drop-down menu. <p>Session: DO NOT CHANGE the data generated by TAE.</p>
<u>Term</u>	<u>Session</u>				
<input type="text" value="2258"/> 	<input type="text" value="1"/> 				
<p><u>*Appt Type</u></p> <input type="text" value="003"/> 	<ul style="list-style-type: none"> 003 – 12.3 Entitlement: This is an academic-year (AY) appointment with entitlement for someone who taught both semesters of the previous academic year. (Do not use 001 – Academic Year Appointment, as this appointment type is for lecturers who are hired into a full-time academic year appointment through a recruitment). 006 – Semester: Use for fall or spring semester-only appointments. 014 – 12.12 Entitlement – Yr 1 of 3: Use for both part-time AND full-time unconditional three-year lecturers in year 1 of 3. 015 – 12.12 Entitlement – Yr 2 of 3: Use for both part-time AND full-time unconditional three-year lecturers in year 2 of 3. 016 – 12.12 Entitlement – Yr 3 of 3: Use for both part-time AND full-time unconditional three-year lecturers in year 3 of 3. 				

<table border="1"> <thead> <tr> <th><u>EffDt</u></th> <th><u>End Dt</u></th> <th><u>*Multi Term Date</u></th> </tr> </thead> <tbody> <tr> <td>08/20/2025</td> <td>01/02/2026</td> <td>05/27/2026</td> </tr> </tbody> </table>	<u>EffDt</u>	<u>End Dt</u>	<u>*Multi Term Date</u>	08/20/2025	01/02/2026	05/27/2026	<p>These three fields change automatically according to the "Term" and the "Appt Type" that you have entered.</p> <p>No data should be entered, unless you receive instructions from OFA for Appt adjustment.</p>
<u>EffDt</u>	<u>End Dt</u>	<u>*Multi Term Date</u>					
08/20/2025	01/02/2026	05/27/2026					
<table border="1"> <thead> <tr> <th><u>Revision</u></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> </tr> </tbody> </table>	<u>Revision</u>	<input type="checkbox"/>	<p>DO NOT USE.</p> <p>The box will be checked by TAE when it's applicable.</p>				
<u>Revision</u>							
<input type="checkbox"/>							
<table border="1"> <thead> <tr> <th><u>Adjust</u></th> </tr> </thead> <tbody> <tr> <td> <div style="border: 1px solid gray; padding: 2px;"> <input type="text" value="▼"/> </div> <ul style="list-style-type: none"> Early Term Late Start None Other </td> </tr> </tbody> </table>	<u>Adjust</u>	<div style="border: 1px solid gray; padding: 2px;"> <input type="text" value="▼"/> </div> <ul style="list-style-type: none"> Early Term Late Start None Other 	<p>DO NOT USE.</p> <p>Contact OFA for any appointment adjustments or changes.</p>				
<u>Adjust</u>							
<div style="border: 1px solid gray; padding: 2px;"> <input type="text" value="▼"/> </div> <ul style="list-style-type: none"> Early Term Late Start None Other 							
<table border="1"> <thead> <tr> <th><u>*WTU</u></th> <th><u>*FTE</u></th> </tr> </thead> <tbody> <tr> <td>3.000000000 <input type="button" value="🔍"/></td> <td>0.200000 <input type="button" value="🔍"/></td> </tr> </tbody> </table> <div style="border: 2px solid red; padding: 5px; margin-top: 5px;"> <p>Click the magnify glass to search and change "=" to ">" (greater than) for the uneven units.</p> </div>	<u>*WTU</u>	<u>*FTE</u>	3.000000000 <input type="button" value="🔍"/>	0.200000 <input type="button" value="🔍"/>	<ul style="list-style-type: none"> • WTU and FTE update each other. • The unit number in the WTU column is from the previous term worked. • Enter WTU instead of looking for the correct FTE. • You may click on the magnifying glass icon in the WTU column to find the closest approved value for the uneven units. 		
<u>*WTU</u>	<u>*FTE</u>						
3.000000000 <input type="button" value="🔍"/>	0.200000 <input type="button" value="🔍"/>						
<table border="1"> <thead> <tr> <th><u>Entitlement</u></th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> </tr> </tbody> </table>	<u>Entitlement</u>	<input type="text"/>	<ul style="list-style-type: none"> • Semester Appt (006): Enter 0. • 12.3 Entitlement (003), and 3-Year (014, 015, 016): This is a required field. Enter the number of WTUs that they are entitled for that AY, or you will see an error message. 				
<u>Entitlement</u>							
<input type="text"/>							
<table border="1"> <thead> <tr> <th><u>Actual CompRate</u></th> <th><u>Term Rate</u></th> </tr> </thead> <tbody> <tr> <td>1,101.40</td> <td>6,608.40</td> </tr> </tbody> </table>	<u>Actual CompRate</u>	<u>Term Rate</u>	1,101.40	6,608.40	<p>TAE calculates the pay.</p> <ul style="list-style-type: none"> • Actual CompRate (Monthly Pay): Base Rate x WTU/15. Ex: \$5507 x 3/15 = \$1101.40 • Term Rate: The total of the Monthly Pay x 6 pay checks. Ex: \$1101.40 x 6 = \$6608.40 		
<u>Actual CompRate</u>	<u>Term Rate</u>						
1,101.40	6,608.40						
<table border="1"> <thead> <tr> <th><u>Unconditional</u></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> </tr> </tbody> </table>	<u>Unconditional</u>	<input type="checkbox"/>	<p>Check the box if the lecturer is an unconditional full-time 3-year lecturer with 30 WTU entitlement.</p>				
<u>Unconditional</u>							
<input type="checkbox"/>							
<table border="1"> <thead> <tr> <th><u>REH Annuit</u></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> </tr> </tbody> </table>	<u>REH Annuit</u>	<input type="checkbox"/>	<p>Check the box if the lecturer is a rehired annuitant.</p>				
<u>REH Annuit</u>							
<input type="checkbox"/>							
<table border="1"> <thead> <tr> <th><u>Diff Appt</u></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> </tr> </tbody> </table>	<u>Diff Appt</u>	<input type="checkbox"/>	<p>DO NOT USE.</p>				
<u>Diff Appt</u>							
<input type="checkbox"/>							

<p>Other Action</p> <p>▼</p> <p>Canceled</p> <p>No Change</p> <p>SWB-Decline Work</p> <p>SWB-No Work Available</p> <p>Short Work Break</p> <p>Termination</p> <p>~Manual Job Load</p>	<p>DO NOT USE.</p> <p>The ONLY option you should select when it's applicable.</p> <p>DO NOT USE.</p>	<ul style="list-style-type: none"> The ONLY action that you should select from this dropdown menu is "No Change", when it's applicable. See below for details.
<p>Other Action</p> <p>No Change ▼</p>		<ul style="list-style-type: none"> "No Change" means that the lecturer's workload remains the same as in the previous semester during an ongoing appointment. When you select "No Change," the rest of the row becomes read-only. If the lecturer is an "unconditional" FT 3-Year lecturer or a "rehired annuitant," make sure to check the box before selecting "No Change." <p>Fall Semester</p> <ul style="list-style-type: none"> Semester Appt (006): Not Applicable 12.3 Entitlement (AY) Appt (003): Not Applicable 3-Year Appt (Both FT and PT) – <ul style="list-style-type: none"> Year 1 of 3 (014): Not Applicable Year 2 of 3 (015): Select "No Change" if the workload remains the same as previous Spring semester. Year 3 of 3 (016): Select "No Change" if the workload remains the same as Spring previous semester. <p>Spring Semester</p> <ul style="list-style-type: none"> Semester Appt (006): Not Applicable 12.3 Entitlement (AY) Appt (003): Select "No Change" if the workload remains the same as previous Fall semester. 3-Year Appt (Both FT and PT) – <ul style="list-style-type: none"> Year 1 of 3 (014): Select "No Change" if the workload remains the same as previous Fall semester. Year 2 of 3 (015): Select "No Change" if the workload remains the same as previous Fall semester. Year 3 of 3 (016): Select "No Change" if the workload remains the same as previous Fall semester.

<p><u>Ready?</u></p> <input type="checkbox"/>	<ul style="list-style-type: none"> • After completing the data entry, check the box and then click “Save & Submit” to start the approval workflow. • For new hired lecturers without an active email address, the box will be grayed out until the email is activated. However, you can still click “Save & Submit” to save the data you’ve entered.
<input type="checkbox"/>	<p><u>DO NOT USE.</u></p>
<p>Save & Submit</p>	<p>When you click “Save & Submit”:</p> <ul style="list-style-type: none"> • If the “Ready” box is checked, the row(s) will be sent to the next-level approver and removed from the staging table until the transaction is fully approved. • If the “Ready” box is not checked, TAE will simply save your entered data.
<p>Save for later</p>	<p><u>DO NOT USE.</u></p>

Note: The screenshot below shows the error message that appears when entering appointment data for a lecturer without an active Sac State email. **DO NOT** click “Save for Later.” Instead, use **“Save and Submit”** to save your entered data. Once the email address is activated, you’ll be able to check “Ready” and submit the row.



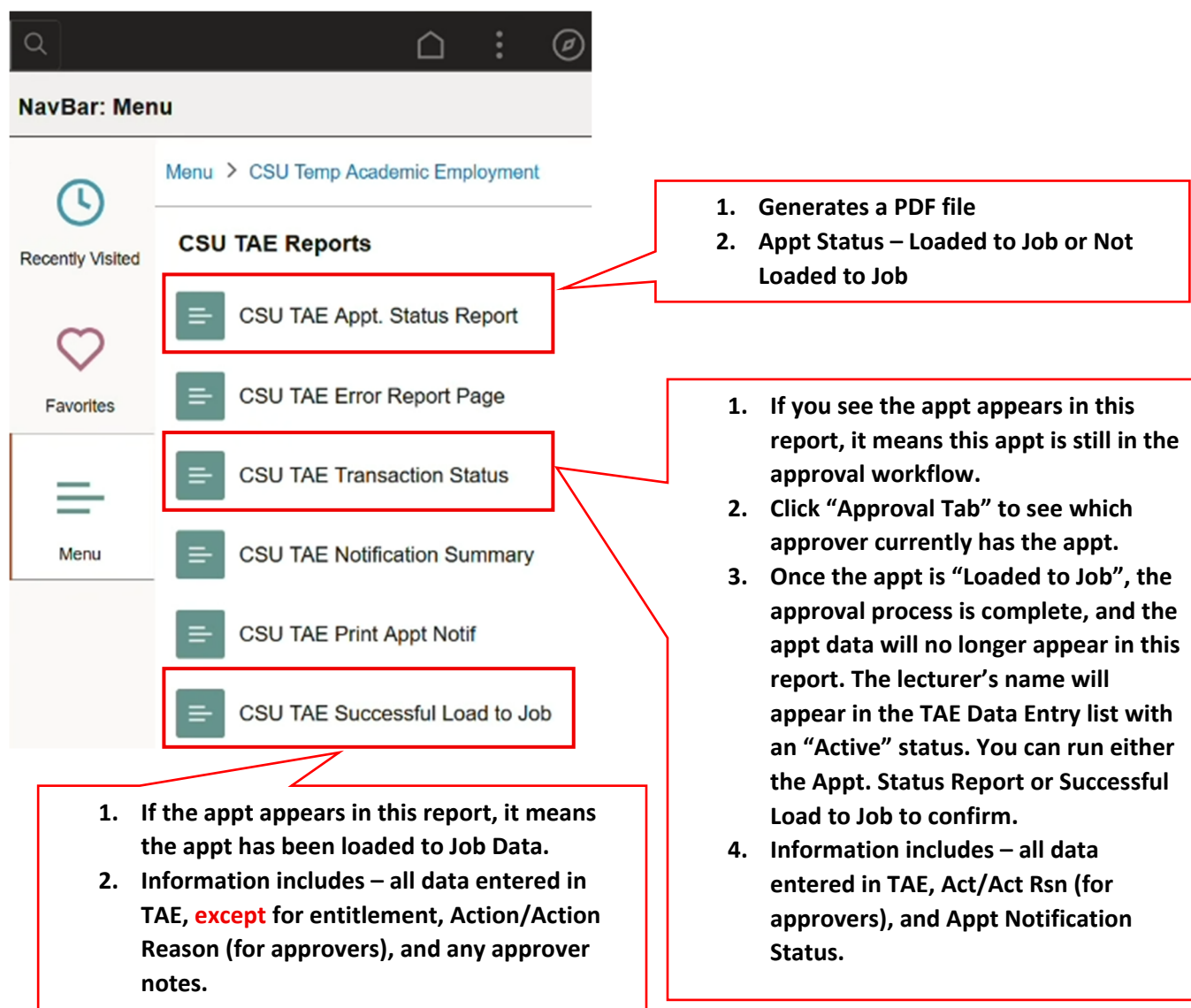
Chapter 2 – Revision Process

How you revise an appointment in TAE depends on the status of the appointment– whether it is **before** or **after** the appointment has been loaded to Job Data (the system stores all employment records). The two terms used are – **Loaded to Job** or **Not Loaded to Job**.

“**Before** the appointment is loaded to Job Data” (Not Loaded to Job) means – the appointment is still in the approval workflow and has not yet been finalized.

“**After** the appointment is loaded to Job Data” (Loaded to Job) means – the approval workflow is complete, and the appointment data has been sent to Payroll. You will see the lecturer’s name re-appears in the TAE data entry list.

There are multiple TAE Reports available to help you track the appointment status. See Chapter 3 of this User Guide on how to generate these reports.



The screenshot shows a mobile application interface with a navigation bar at the top labeled "NavBar: Menu". Below the navigation bar, there is a breadcrumb trail "Menu > CSU Temp Academic Employment". The main content area is titled "CSU TAE Reports" and lists several report options, each with a menu icon to its left. Three of these options are highlighted with red boxes and callouts:

- CSU TAE Appt. Status Report**:
 - 1. Generates a PDF file
 - 2. Appt Status – Loaded to Job or Not Loaded to Job
- CSU TAE Transaction Status**:
 - 1. If you see the appt appears in this report, it means this appt is still in the approval workflow.
 - 2. Click “Approval Tab” to see which approver currently has the appt.
 - 3. Once the appt is “Loaded to Job”, the approval process is complete, and the appt data will no longer appear in this report. The lecturer’s name will appear in the TAE Data Entry list with an “Active” status. You can run either the Appt. Status Report or Successful Load to Job to confirm.
 - 4. Information includes – all data entered in TAE, Act/Act Rsn (for approvers), and Appt Notification Status.
- CSU TAE Successful Load to Job**:
 - 1. If the appt appears in this report, it means the appt has been loaded to Job Data.
 - 2. Information includes – all data entered in TAE, **except** for entitlement, Action/Action Reason (for approvers), and any approver notes.

After identifying the appointment status (**Before** or **After** the appointment is loaded to job), follow the instructions below to begin the revision process.

➤ **Before the Appointment Loaded to Job Data (Appt. Status: Not Loaded to Job)**

1. Identify the appointment is still in the approval workflow.
2. Use **Transaction Status Report** to check which approver level the appointment is currently at. See Chapter 3 for details on how to generate this report.

CSU TAE Transaction Status

Search Criteria for SUBMITTED entries

*Business Unit: SACST CSU SACRAMENTO
 *EE Group: 01 Lecturers
 Dept ID: [] Job Code: [] Position Nbr: []
 Term: [] Session Code: [] Approver ID: [] Empl ID: [] Submitter ID: [] Look Back Dt: [] Appt#: []

Data Entry (Lecturer Group)

Approval

*Empl ID	Empl Rcd	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	*Base Rate	Dept ID	Description	Last Submitted Date/Time	Appt Nbr	Step/Level	Approve?

A: Enter the Dept ID if you have multiple departments’ access then click “Search.”

B: Enter the Empl ID if you are looking for a specific lecturer’s appointment.

C: Click the Approval Tab.

D: Locate the appointment’s approval level – 1: Dept Chair, 2: College Analyst, 3: College Dean, 4: OFA.

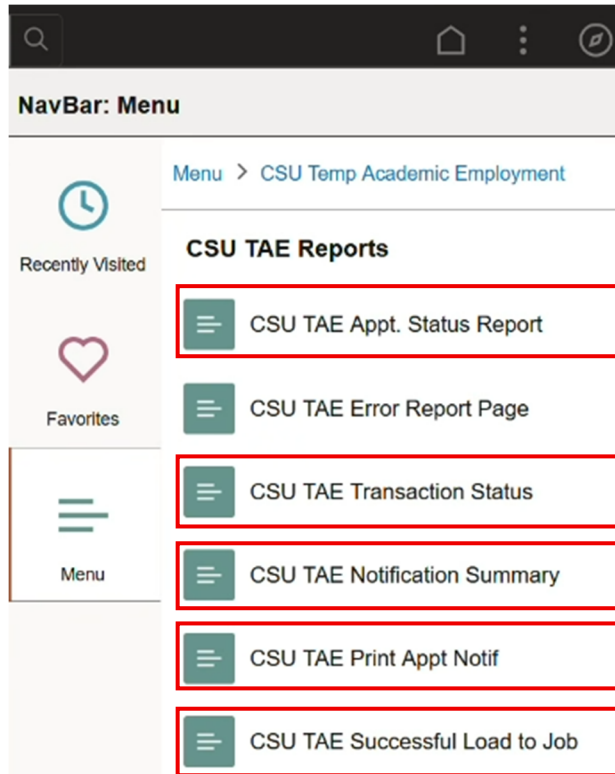
3. **Contact the approver to request that the appointment to be pushed back to the originator (level – 0) for revision.**
4. When the originator receives the appointment back in the data entry list, **DO NOT CLICK “Revision.”** TAE will automatically check this status when applicable.
5. Follow the data entry process to make the adjustments or corrections.
6. **Always review the entire row of data** again to ensure all information is correct, before clicking “save and submit.” Some options may need to be checked or unchecked based on the changes you made.

➤ **After the Appointment Loaded to Job Data (Appt Status: Loaded to Job)**

1. Confirm that the appointment has been loaded to Job Data – either by seeing the lecturer’s name in the data entry list or by running a TAE report (Appt. Status report or Successful Load to Job).
2. Contact your College Analyst and OFA regarding why the appointment needs to be revised before making any adjustments or corrections in TAE.
3. OFA will provide specific instructions based on the request.
4. After submitting the revised appointment in TAE, the originator needs to send an email explaining the reason for the revision to all approvers (department chair, college analyst, dean, and OFA) as well as the Payroll Technician.
5. OFA will reply to this email (to all recipients) once the revised appointment has been Loaded to Job.

Chapter 3 – TAE Reports

See the brief introduction to each report below. Details on how to generate the reports are provided on the following pages.



➤ **Appt. Status Report**

1. Generates a PDF file.
2. Use this report to identify whether an appointment has been Loaded to Job or is still in the approval workflow, and to view some of the appointment data entered by the originator.

➤ **Transaction Status**

1. The main report used to track appt status during the approval workflow and to identify which approver level currently has this appt.
2. Displays all data entered in TAE by the originator.
3. Once the appt is Loaded to Job, the approval workflow is complete, and the appt data will no longer appear in this report.
4. The report can also be used to track whether lecturers have acknowledged their appt **BEFORE** the appt is loaded to job.

➤ **Notification Summary**

1. Use this report to track whether a lecturer has acknowledged their appointment (after Dean's approval).
2. If you do not enter a CHRS Employee ID in the top search filter, the report will display the notification status for all TAE appointments (across all employee groups) that you have access to.

➤ **Print Appt Notif (Appointment Notification)**

1. Use this report to print Lecturer's appointment notifications after the Dean's approval.

➤ **Successful Load to Job**

1. This report lists all appointments that were successfully loaded to Job Data.
2. You can use this report to track the data that you entered in TAE. Note: the entitlement is **NOT** included.

➤ Appt. Status Report

1. Navigate to CSU Appt. Status Report - Menu > CSU Temp Academic Employment > CSU TAE Reports > CSU TAE Appt. Status Report.
2. If you already have a saved Run Control, click **Search**. If you have not created one, click **Add a New Value** to set it up.

CSU TAE Appt Status Report

Find an Existing Value

[+ Add a New Value](#)

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Saved Searches

Search by: Run Control ID begins with

[Show more options](#)

3. Enter the Report Request parameters:

CSU TAE Appt. Status Report

CSU TAE Appt Status Report

Run Control ID Lecturer_Appt Report Manager Process Monitor

Report Request Parameters

*Business Unit CSU SACRAMENTO

Department

EE Group Lecturers

Term

Session Code

From Date To date

Union Code

Transaction Initiated Pending Approval Loaded to Job

1. Enter - Business Unit (required), Dept. ID, and EE Group – 01. Enter "Term" to narrow down the search results, but this value will change every semester.

2. Make sure all options are checked.

3. Click Run

Job Code	Description
1	<input type="text"/>

4. Click OK

Process Scheduler Request

[Help](#)

User ID 60219931271 Run Control ID Lecturer

Server Name Run Date 11/13/2025

Recurrence Run Time 9:32:42AM [Reset to Current Date/Time](#)

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	TAE Appointment Status Report	CSU_TF_169_1	Application Engine	Web	TXT	Distribution

Do not change the format even if you have the options.

5. Click Process Monitor

CSU TAE Appt. Status Report

CSU TAE Appt Status Report

Run Control ID Lecturer_Appt [Report Manager](#)

Process Instance:564568

Report Request Parameters

6. Click **Refresh** periodically until the Distribution Status is **Posted**, and then click the **Report Manager**.

Process Monitor

[Process List](#) [Server List](#)

View Process Requests

User ID Type Last 1 Days

Server Name Instance Range

Run Status Distribution Status Save On Refresh

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	564568		Lecturer_Appt	Application Engine	CSU_TF_169_1	60219712455	11/09/2025 6:35:22PM PST	Success	Posted	Details	Actions

7. Click on the PDF file to open the report.

Reports

	Report	Report Description	Folder Name
1	CSU_TF_169_1 - CSU_TF_169_1.pdf	CSU_TF_169_1 - CSU_TF_169_1.PDF	General
2	CSU_TF_169_1	TAE APPOINTMENT STATUS REPORT	General

➤ **Transaction Status**

NOTE: Once the approval workflow/transaction is complete – the appointment is Loaded to Job. The appointment will no longer appear in this report, because the “transaction” is considered completed. The originator will then see the lecturer’s name in the data entry list, marked with an "Active" status.

1. Navigate to CSU TAE Transaction Status - Menu > CSU Temp Academic Employment > CSU TAE Reports > CSU TAE Transaction Status
2. Enter "01" in the **EE Group** field. The **Department ID** is optional. If you have access to multiple departments, you may enter the Department ID to narrow your search to a specific department, then click **“Search.”**

Search Criteria for SUBMITTED entries

*Business Unit	SACST	*EE Group:	01	Dept ID:	
CSU SACRAMENTO		Lecturers			

3. The **“Appt Data”** tab displays the data entered and submitted by the originator.

Data Entry (Lecturer Group)

Appt Data	Addl Data	Appt Log	Approval	Notification	
-----------	-----------	----------	----------	--------------	--

4. The **“Approval”** tab displays the approval step/level and status -
1: Dept. Chair, 2: College Analyst, 3: Dean, 4: OFA

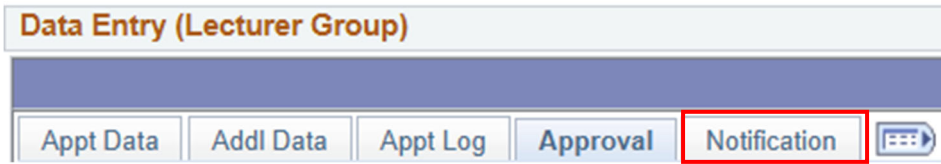
Data Entry (Lecturer Group)

Appt Data	Addl Data	Appt Log	Approval	Notification	
-----------	-----------	----------	----------	--------------	--

<u>Dept ID</u>	<u>Description</u>	<u>Last Submitted Date/Time</u>	<u>Appt Nbr</u>	<u>Step/Level</u>	<u>Approve?</u>
----------------	--------------------	---------------------------------	-----------------	-------------------	-----------------

The appointment notification will be issued **after** the Dean’s approval and in OFA’s queue at level 4.

5. How to check if a lecturer has acknowledged their appointment – click the **Notification** tab.



The Date the notification Email was sent to the lecturer.

If the date field is blank, it means the appointment is still in the approval process.

The Date the lecturer acknowledged the appointment.

<u>EE Notif Date</u>	<u>Acknowledged?</u>	<u>Acknowledged Date</u>
	<input type="checkbox"/>	
08/19/2025	<input type="checkbox"/>	
08/19/2025	<input checked="" type="checkbox"/>	08/22/2025
08/20/2025	<input checked="" type="checkbox"/>	08/20/2025
08/20/2025	<input checked="" type="checkbox"/>	08/22/2025
08/20/2025	<input type="checkbox"/>	

This appointment is still in the approval process and is not yet available to the lecturer.

The appointment notification was available to the lecturer on 8/19/2025, and the lecturer acknowledged it on 8/22/2025.

The appointment notification was available to the lecturer on 8/20/2025, but hasn't been acknowledged by the lecturer yet.

➤ Notification Summary

1. Navigate to CSU TAE Notification Summary - Menu > CSU Temp Academic Employment > CSU TAE Reports > CSU TAE Notification Summary
2. Enter the search criteria to set up a filter for search results, or the report will be generated to provide all available TAE notifications (ALL EE Groups) that you have access to.

CSU TAE Notification Summary

CSU TAE Notification Summary

Business Unit SACST

From Date To Date

Acknowledged Acknowledgment date

Term Empl ID

From and To Dates reflected when the notification was sent.

1. If you check the box, the page displays only rows for which the employee acknowledged the notice.

2. If you clear the box, the page displays only rows for which the employee has not acknowledge the notice.

Enter the Term to narrow down the search results.

1. CHRS ID# is required to search for specific employee's notification status.

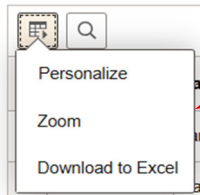
2. Cannot use the employee's name to do a search.

3. Follow the instructions below to sort the results.

A B C

Empl ID	Name	Email Address	Business Unit	EE Group	Department
---------	------	---------------	---------------	----------	------------

A.



- a. Personalized – DO NOT USE.
- b. Zoom – Enlarge the list in a new window. Use “Esc” to exit.
- c. Export the entire report to an Excel file.

B.

chrs.hr.calstate.edu says

Enter search string:

OK Cancel

You can enter the lecturer's name here to search. Make sure you check and uncheck “Acknowledged” for the results from both statuses.

- C. Click the field to sort the results by Name (from A to Z), EE Group (01 for lecturer), or Dept. ID if you have access to multiple departments in TAE including other EE Groups.

➤ Print Appt Notif (Appointment Notification)

1. Navigate to Menu > CSU Temp Academic Employment > CSU TAE Reports > CSU TAE Print Appt Notif
2. If you already have a saved Run Control, click **Search**. If you have not created one, click **Add a New Value** to set it up.

CSU TAE Print Appt Notif

Find an Existing Value ⊕ Add a New Value

▼ **Search Criteria**
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches ▼ | Saved Searches: Choose from saved searches ▼

Run Control ID: begins with ▼

^ Show fewer options
 Case Sensitive

Search

3. Complete the **required fields** and use the **optional fields** to refine the criteria and then click **“View/Print.”** The appt notifications will open in a new browser tab.

CSU TAE Print Appt Notif

Report Parameters

*Business Unit: SACST CSU SACRAMENTO

*EE Group: 01 Lecturers

Dept ID:

Job Code:

Term:

Empl ID:

Effective From Date: Effective To Date:

Sent From Date: Sent To Date:

Acknowledged
 Canceled

View/Print

Required fields – Business Unit and EE Group - 01

Optional field -

Dept ID: Recommended for users with access to multiple departments.

Job Code and Term: Enter Job Code **2358** (for AY lecturers) or 2359 (for 12-month appointments) in the Job Code field first. Then, use the Term field to narrow your search results.

Empl ID: You need to have the CHRS ID number ready, if you are looking for a specific lecturer’s appointment.

Effective From and To Date: The effective date of the appointment.

Sent From and To Date: When the appt notification email was sent to the employee.

Acknowledged: Displays only appt notification that have been acknowledged.

Canceled: Displays only appt notification that have been Canceled.

4. **Note:** When the Adjust field (in TAE Data Entry) has **Late Start** or **Early Term**, the Monthly Pay on the appointment notification is left blank. If the appointment is **Canceled**, certain fields on the appointment notification will be blank. Prior to initiating the appointments with this type of actions, the originator should contact the College Analyst and OFA.

➤ Successful Load to Job

1. Navigate to Menu > CSU Temp Academic Employment > CSU TAE Reports > CSU TAE Successful Load to Job
2. Complete the **required fields** and use the **optional fields** to refine the criteria and then click “Search Criteria.”

CSU TAE Successful Load to Job

CSU Successful Load to Job

Required fields – Business Unit and EE Group

Business Unit: SACST
EE Group: 01
Empl ID
Job Code
Campus ID
Department
From Date
To Date

Search Criteria
Clear Search Criteria

New Window | Help | Pe

Optional fields -

Empl ID: You may search the CHRS ID number by lecturer’s name if you are looking for a specific lecturer’s appointment.

Job Code: Enter 2358 for AY appointment or 2359 for 12-month appointment.

Dept ID: Recommended for users with access to multiple departments.

From and To Date: When the transaction was loaded to job data.

3. Contact your College Analyst and OFA, if you need to make any adjustments or corrections to an appointment listed in this report.