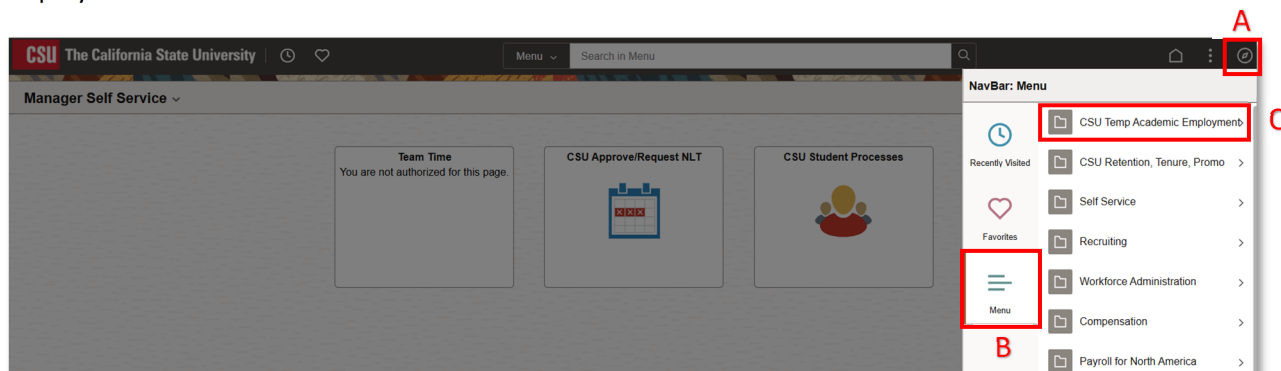


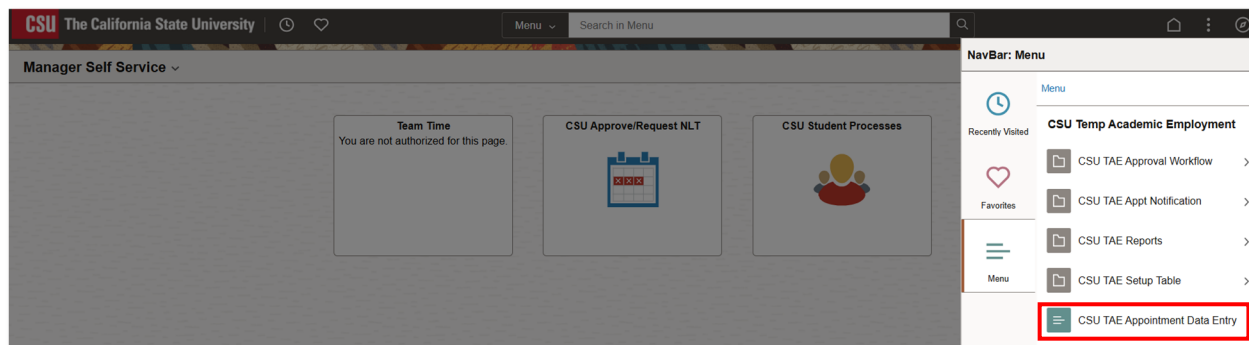
TAE Lecturer Appointment Data Entry User Guide

➤ Search for Employee

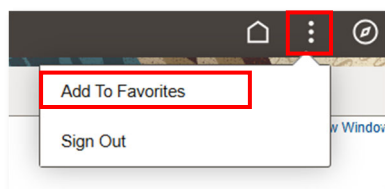
1: Log into CHRS. Follow the steps to click on the compass (NavBar) to select CSU Temp Academic Employment from the Menu.



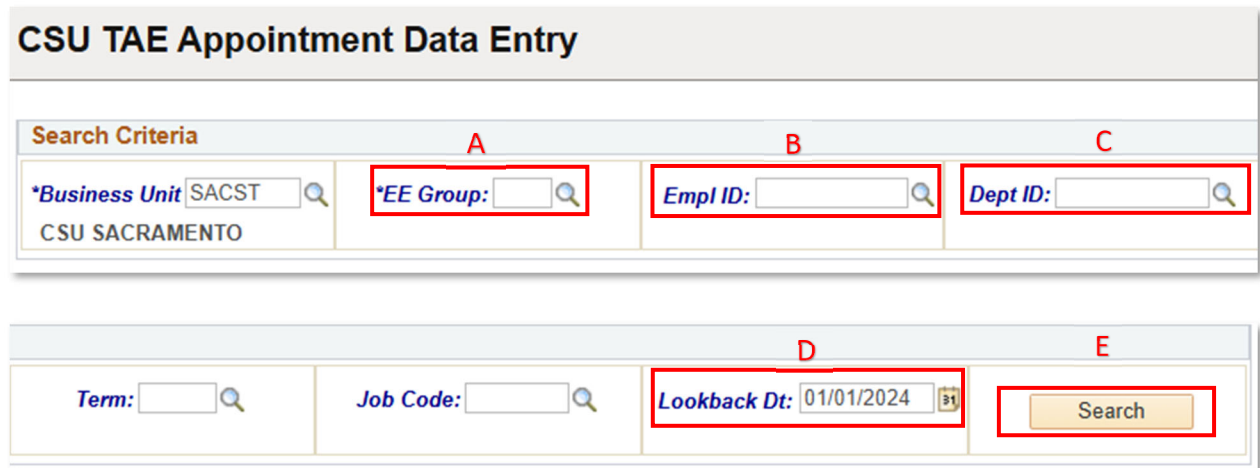
2: Select CSU TAE Appointment Data Entry



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.



The image shows a screenshot of the 'CSU TAE Appointment Data Entry' form, which is divided into two sections. The top section is labeled 'Search Criteria' and contains five input fields: '*Business Unit' (with 'SACST' and 'CSU SACRAMENTO' below it), '*EE Group:' (labeled A), 'Empl ID:' (labeled B), 'Dept ID:' (labeled C), and 'Term:' (labeled D). The bottom section contains 'Job Code:' (labeled E), 'Lookback Dt:' (with '01/01/2024' and a calendar icon), and a 'Search' button. Red boxes highlight the 'EE Group:', 'Empl ID:', 'Dept ID:', 'Lookback Dt:', and 'Search' fields.

- 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 file 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 can be adjusted to search within a specific timeframe. For example, entering 08/21/2024 will return records from that date up to today. If you leave the field blank, it will return all records from 2018 to the present.
- E. Click **"Search."**

➤ **How to add a new Lecturer to the list and check their Empl Rcd (Employee Record Number) and Empl Stat (Employment Status).**

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.

Add new Person

located at the bottom left of the data entry

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

Data Entry (Lecturer Group)

Appt Data		Addl Data		Appt Data	
	*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

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	Job Code
0		0					

Staging Data

Empl Rcd	EffDt	Eff Seq	Position Nbr	Business Unit	Dept ID	Dept Name	Job Code
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.

Add new Person

located at the bottom left of the data entry

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!

a

b

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

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

Job History							
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

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

3. New hire previously worked in the same department as a lecturer (job code – 2358) and had a break in service over 12 months – 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.

Add new Person

located at the bottom left of the data entry

- 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	c 2	0		b -

a points to the magnifying glass icon in the *Empl ID field.

b points to the "Empl Stat" field showing a dash.

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

Look Up Clear Cancel 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: Giovanni Dattola







Job History							
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

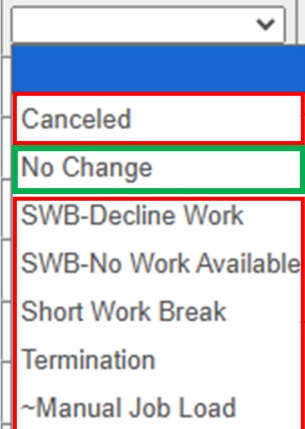

Staging Data						
Empl Rcd	EffDt	Eff Seq	Position Nbr	Business Unit	Dept ID	Dept Name
0		0				

➤ Enter Appointment Data

- Use “Tab”** to navigates 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.

<div> <div>Eff Seq</div> <div>0</div> </div>	DO NOT CHANGE.
<div> <div>*Position Nbr</div> <div>10025791 </div> </div>	<p>New Hires: Copy and paste the position number from an existing record row.</p> <p>Existing Lecturers: DO NOT CHANGE the position number has been generated on the list unless there is an update/notification from the college.</p>
<div> <div>*Grade</div> <div>2 </div> </div> <div> <div>*Base Rate</div> <div>5,507.00</div> </div>	<p>New Hires: Enter the approved grade and base rate.</p> <p>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 appt is loaded to the system.</p>
<div> <div>Term</div> <div>2258 </div> </div> <div> <div>Session</div> <div>1 </div> </div>	<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>
<div> <div>*Appt Type</div> <div>003 </div> </div>	<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"> <tr> <td><u>EffDt</u></td> <td><u>End Dt</u></td> <td><u>*Multi Term Date</u></td> </tr> <tr> <td>08/20/2025</td> <td>01/02/2026</td> <td>05/27/2026</td> </tr> </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"> <tr> <td><u>Revision</u></td> </tr> <tr> <td><input type="checkbox"/></td> </tr> </table>	<u>Revision</u>	<input type="checkbox"/>	<p>DO NOT USE.</p> <p>The box will be checked by TAE when one of the approvers sends the entry back to you.</p>				
<u>Revision</u>							
<input type="checkbox"/>							
<table border="1"> <tr> <td><u>Adjust</u></td> </tr> <tr> <td> <div>▼</div> <div> <div>Early Term</div> <div>Late Start</div> <div>None</div> <div>Other</div> </div> </td> </tr> </table>	<u>Adjust</u>	<div>▼</div> <div> <div>Early Term</div> <div>Late Start</div> <div>None</div> <div>Other</div> </div>	<p>DO NOT USE.</p> <p>Contact OFA for any appointment adjustments or changes.</p>				
<u>Adjust</u>							
<div>▼</div> <div> <div>Early Term</div> <div>Late Start</div> <div>None</div> <div>Other</div> </div>							
<table border="1"> <tr> <td><u>*WTU</u></td> <td><u>*FTE</u></td> </tr> <tr> <td>3.000000000 </td> <td>0.200000 </td> </tr> </table> <div style="border: 2px solid red; padding: 5px; margin-top: 10px; width: fit-content;"> Use this to search. </div>	<u>*WTU</u>	<u>*FTE</u>	3.000000000 	0.200000 	<ul style="list-style-type: none"> WTU and FTE update each other. The unit number in the WTU column is from the previous semester. 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 	0.200000 						
<table border="1"> <tr> <td><u>Entitlement</u></td> </tr> <tr> <td><input type="text"/></td> </tr> </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"> <tr> <td><u>Actual CompRate</u></td> <td><u>Term Rate</u></td> </tr> <tr> <td>1,101.40</td> <td>6,608.40</td> </tr> </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"> <tr> <td><u>Unconditional</u></td> </tr> <tr> <td><input type="checkbox"/></td> </tr> </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"> <tr> <td><u>REH Annuit</u></td> </tr> <tr> <td><input type="checkbox"/></td> </tr> </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"> <tr> <td><u>Diff Appt</u></td> </tr> <tr> <td><input type="checkbox"/></td> </tr> </table>	<u>Diff Appt</u>	<input type="checkbox"/>	<p>DO NOT USE.</p>				
<u>Diff Appt</u>							
<input type="checkbox"/>							

<p><u>Other Action</u></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><u>Other Action</u></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 <u>before</u> 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.

<div>Ready?</div> <div><input type="checkbox"/></div>	<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.
<div>+</div>	DO NOT USE.
<div>Save & Submit</div>	<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.
<div>Save for later</div>	DO NOT USE.

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.

Message

Email Address is required. (25115,29)
 Entered employee does not have the campus business email address required in order to submit the appointment for approval. Please click “Save for Later”, and return after email is created. (0,0)

OK

DON'T DO IT!!

Session	*Appt Type	Other Action	Revision	Adjust	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	01/15/
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	08/01

Save for later

Save & Submit

DO NOT USE!!

