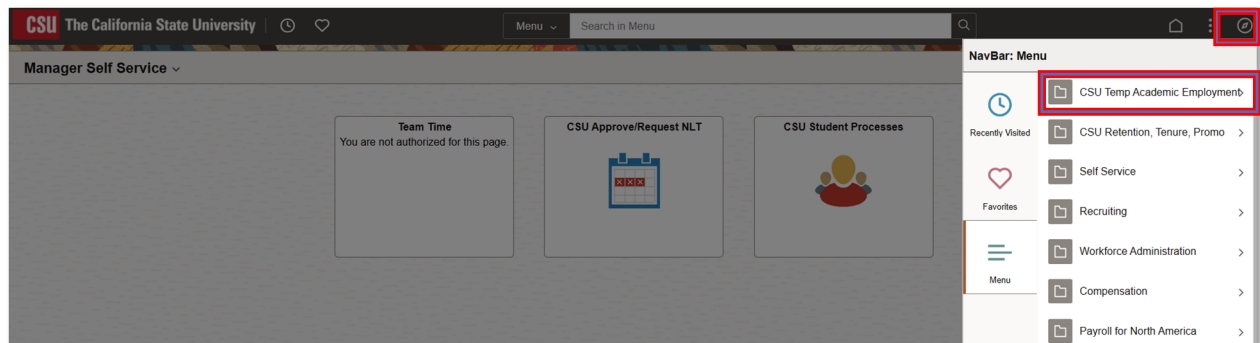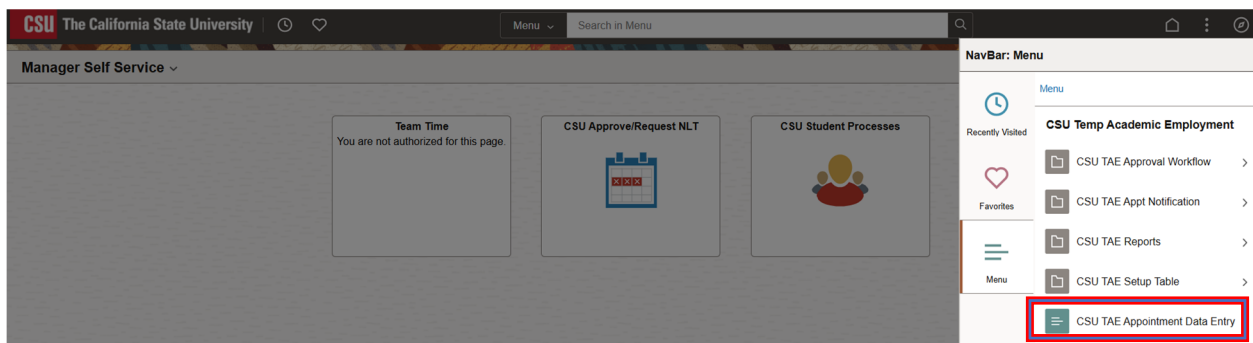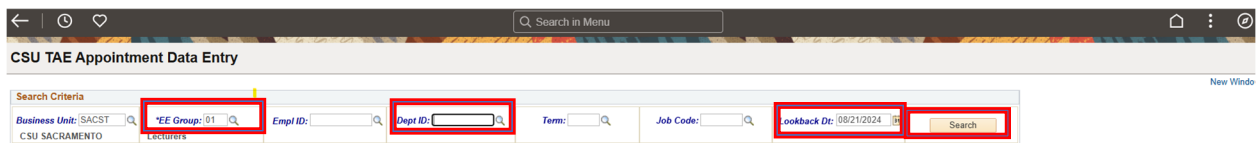**Step 1**: Log into CHRS and click on the compass (NavBar) to select CSU Temp Academic Employment from the Menu.

Step 2: Select CSU TAE Appointment Data Entry
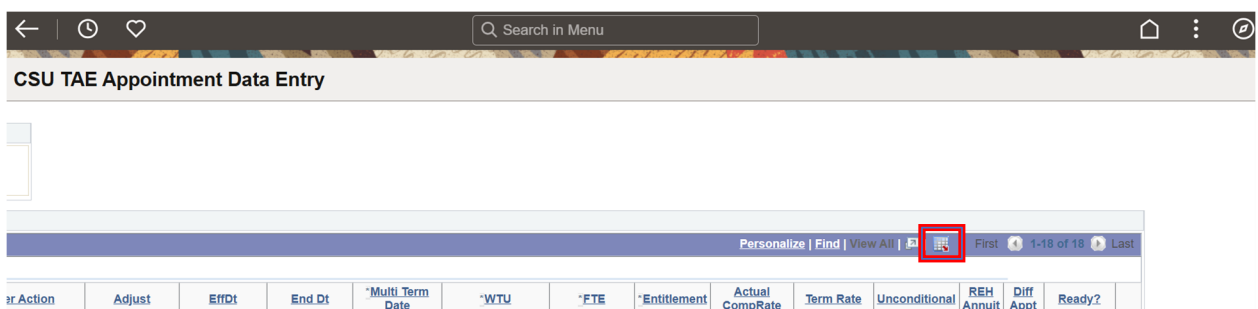

Step 3: Enter the search criteria

1. EE Group: 01
2. Your Dept. ID
3. Lookback Dt: You may change the date to 08/21/2024 – this search result is for the 2024-25 AY. If you enter 08/23/2023, the list will be from 08/23/2023 to today's date.
4. Click "Search"

Step 4: Scroll the screen all the way to the right and click the "export" icon and save the list to an **Excel file**.

Step 5: Copy the records from the Excel file you just downloaded - starting from **Row 3, Column A** (Empl ID) to **Column L** (Description) to the **last record in the file** and paste them to the Excel template that is provided by OFA. See the screenshots below as an example.

a) The file you downloaded from TAE - copy from the highlighted row to the last one (From Mickey Mouse to Snow White).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	*Empl ID	Empl Rcd	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	*Base Rate	Dept ID	Description	Term	Session
3	100056789	3	0	Mickey Mouse	Active	SACST	10088999	2358	3	6,500.00	16800	Dept of Theatre and Dance		
4	112233445	0	0	Minnie Mouse	Active	SACST	10025791	2358	2	5,800.00	16800	Dept of Theatre and Dance		
5	100033445	0	0	Snow White	Active	SACST	10025791	2358	3	6,900.00	16800	Dept of Theatre and Dance		
6														
7														
8														
9														

b) Paste the copied records to the template.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Empl ID	Empl Rc	Eff Se	Name	Empl Stat	Business Unit	Position Nbr	Job Code	Grade	Base Rate	Dept Id	Description	Term	Session
2	100056789	3	0	Mickey Mouse	Active	SACST	10088999	2358	3	6,500.00	16800	Dept of Theatre and Dance		
3	112233445	0	0	Minnie Mouse	Active	SACST	10025791	2358	2	5,800.00	16800	Dept of Theatre and Dance		
4	100033445	0	0	Snow White	Active	SACST	10025791	2358	3	6,900.00	16800	Dept of Theatre and Dance		
5														
6														
7														
8														
9														

Step 6: Follow the instruction below to prepare your list.

a) Do not delete any columns.
b) **Hide** the "Red", "Blue", and "Grey" columns, **keep** the "Green" columns, and **FILL OUT** the "Yellow" columns. After you hide the columns, the file should look like the screen shot below –

	A	D	M	O	P	U	W	Z	AA
1	Empl ID	Name	Term	Appt Type	Other Action	WTU	Entitlement	Unconditional	REH Annuit
2			2258						
3			2258						
4			2258						
5			2258						
6			2258						
7			2258						
8			2258						

Each color group has its own function in TAE. You should focus on the green and yellow columns when you are preparing this list for your records.

Red: You should not change the data for existing lecturers.

Blue: Data will be generated by TAE automatically.

Grey: Optional fields – information is provided in the TAE user guide for Lecturer Appointment.

Green: Employee ID and name.

Yellow: Fields for departments to enter.

c) Select the appointment type from the drop-down menu for "**Appt Type.**" Please note – use "**003** – 12.3 Entitlement (AY)" for the Academic Year Appointment.

d) Other Action: Select "**No Change**" from the drop-down menu for both **unconditional Full-Time** and **Part-Time 3Y Lecturers** in **Year 2 of 3** and **Year 3 of 3** with NO WTU changes from Spring 2025.

Please note – Do not use any of the "Short Work Break" options when you enter appointments in TAE.

e) Select "V" from the drop-down menu for "**Unconditional**" (Full-Time lecturer with 30 WTUs entitlement) and "**Rehired Annuitant**" when applicable. Your college analyst will provide you the list for these two groups.

f) New hired lecturer -
- Add the CHRS ID and name to the Excel file.
- Unhide the grade and salary columns to enter the approved data.
- Copy and paste the business unit, position number, job code, dept ID, and Description from an existing lecturer's row and then fill out the appointment type, WTU, and entitlement. Remember to select "Rehired Annuitant" **when applicable**.

g) Academic Year appointment or 3-Year appointment Lecturers who worked in 2024-25 AY, are NOT teaching in Fall 2025 - Keep their records on the list.

h) **Do not change or update** existing lecturers' grade and salary (in the "red" column group). You may unhide the columns to insert a comment. See the screenshot below for an example.