

Approve TAE Appointments – Lecturer Appointments

Once the originator submits the lecturer appointments in TAE, approvers will receive an email notification from **"NoReply@calstate.edu - TAE Approvals Pending"** when the appointment reaches their level of approval

Wang, Carol

From: NoReply@calstate.edu
Sent: Tuesday, June 3, 2025 11:00 AM
To: Wang, Carol
Subject: TAE Approvals Pending

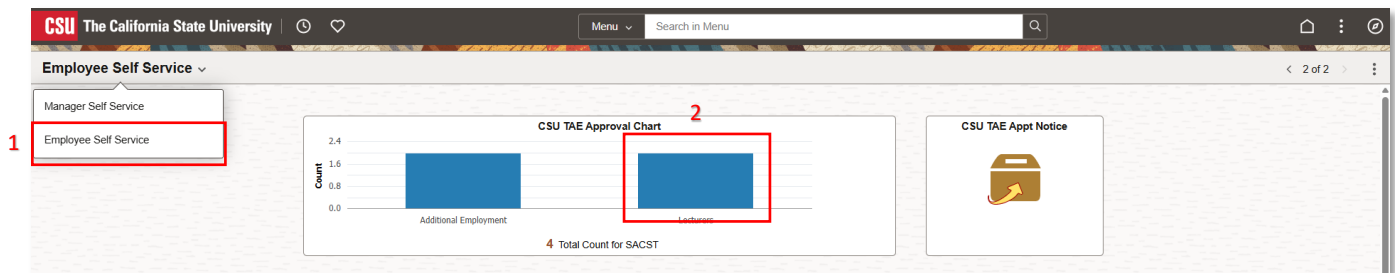
You have pending TAE Approvals. You can access your approvals through the self-service tile on the homepage.

Business Unit: SACST
EE Group: 01
Employees CHRS ID: 10009999
Step/Level: 1

01: Lecturer
1: Dept. Chair; 2: College Analyst
3: Dean; 4: OFA

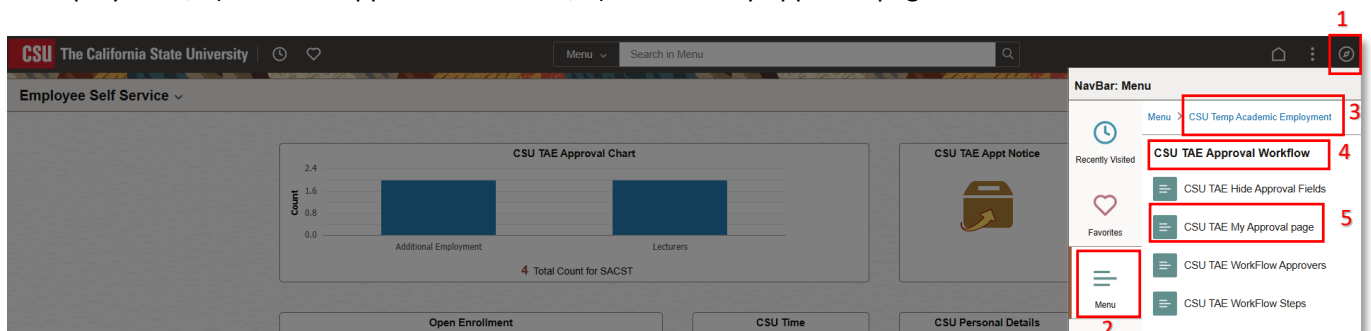
Search for appointments to approve

Step 1: Log into CHRS and then select “Employee Self Service” from the drop-down menu to see if you have “Lecturer” appointments pending approval.



Step 2: Follow the steps to navigate to the approval page by following these steps:

- 1) Click the compass icon (NavBar) in the upper-right corner, 2) Menu, 3) CSU Temp Academic Employment, 4) CSU TAE Approval Workflow, 5) CSU TAE My approval page



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

CSU TAE My Approval page

Search Criteria

*Business Unit: SACST *EE Group: 01 Empl ID: Dept ID: Term: Job Code: Approval Level:

CSU SACRAMENTO Lecturers

Require Optional Click

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

Job History

Personalize | Find | View All |

First 1 of 1 Last

Empl Rcd	Empl Stat	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		08/24/2011	1	10026004	SACST	15200	Communication Studies	2354	Teaching Associate AY	Terminated	TER	CNL	0/0	7.500000000	0.500000	01/04/2012

Staging Data

Personalize | Find | View All |

First 1-2 of 2 Last

Empl Rcd	Empl Stat	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

Previous Term

Next Term

- 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

Personalize Find View All First 1-19 of 19																
6	7		8			9		10		11						
Other Action	Revision	Cancel	Adjust	EffDt	End Dt	*Multi Term Date	Actual WTU	*Pay WTU	*FTE	Entitlement	Actual CompRate	Term Rate	Unconditional	REH Annuity	Diff Appt	Ready?
▼	☐	☐	▼	08/26/2026	01/04/2027	05/26/2027		10.0000000000	0.666667	16.5	4,256.00	25,536.01	☐	☐	☐	☐

6) **Other Action:** “No Change”, “SWB – Decline Work”, and “SWB – No work Available” should be selected when it’s applicable. See [TAE Data Entry User Guide](#) (Page 9-11) for details.

If any other option is selected and no explanation is provided in the **Comments** field, contact the originator for clarification before pushing the appointment back.

Refer to Step 3 – “Approve an Appointment or Push Back” below for more details.

7) **Cancel:** Do not use without OFA’s instructions.

8) **Actual WTU (Weighted Teaching Unit):** Check if the WTU is correct. Do not change the values in Pay WTU field.

9) **Entitlement:** Check if the entitlement is correct. **“0” is required for the semester appointment (006).**

10) **Unconditional:** This box has to be “checked” for **3-Year Full-Time lecturer** with 30 WTUs entitlement.

11) **REH Annuity (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.

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 and appt end date.

6. Confirm New Action/New Actn Rsn.

Data Entry (Lecturer Group)

Empl ID	Empl Rcd	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	*Base Rate	Dept ID	Description	New Action	New Actn Rsn
1754	3	0	Mickey Mouse	-	SACST	10025791	2358	3	6,500.00	16800	Dept of Theatre and Dance	HIR	APT

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	9.0000000000	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	15.0000000000	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	7.5000000000	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 another position.	HIR (Hire)	CON (Concurrent)
Returning Lecturer with “Terminated” status (same Dept ID and Job Code - 2358) – Use the same Empl Rcd #	Terminated	REH (Rehire)	REH (Rehire)
Existing Lecturer with an “Active” status whose previous appt has ended or will be end based on the “ Expected Job End Date ” require a new appt.	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 changes to WTU (time base) from the previous Spring semester – “ No Change ” option is selected. Spring Semester – 12.3 Entitlement, all 3-Year Appointments with NO changes to WTU (time base) from the previous Fall semester – “ No Change ” option is 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 changes to WTU (time base) from the previous Spring semester. Spring Semester – 12.3 Entitlement, all 3-Year Appointments WITH changes to WTU (time base) from the previous Fall semester.	Active	PAY (Pay Rate Change)	TBC (Time Base Change)

Lecturers who worked the previous semester and will be on Short Work Break – Decline Work. 12.3 Entitlement (AY) Appt (003): if the lecturer is qualified for the 12.3 Appt but declines work for Fall and/or Spring (WTU = 0). 3-Year Appt (Both FT and PT) – ➤ Year 1 of 3 (014): Issue a 3-Year Appt for both Initial and Subsequent Appt groups that decline work. ➤ Year 2 of 3 (015) and Year 3 of 3 (016): Select this action if the lecturer declines work.	Active Note: DO NOT USE SWB for Terminated lecturers.	SWB (Short Work Break)	DWO (Decline Work)
Lecturers who worked the previous semester and will be on Short Work Break – No Work Available 12.3 Entitlement (AY) Appt (003): if the lecturer is qualified for the 12.3 Appt but no work available for Fall and/or Spring (WTU = 0). 3-Year Appt (Both FT and PT) – ➤ Year 1 of 3 (014): Issue a 3-Year Appt for both Initial and Subsequent Appt groups that no work available. ➤ Year 2 of 3 (015) and Year 3 of 3 (016): Select this action when there is no work available.	Active Note: DO NOT USE SWB for Terminated lecturers.	SWB (Short Work Break)	NWA (No Work Available)
Lecturers who were on SWB in the previous semester and will remain on SWB this semester for the same reason, “No Change” should be selected – ➤ 12.3 Entitlement (AY) Appt (003) – keep the status up to one academic year only. ➤ All 3-Year Appt (014, 015, and 016) – keep the status for the rest of the term up to three academic years. Note: If the reason for the SWB has changed, do NOT select "No Change." Instead, enter a new SWB transaction with the appropriate cause.	Work Break	DTA (Data Change)	CNR (Contract Revision) – Only generate appt notice for current term without changing the SWB status in Job Data.
Bringing lecturers back to work from either SWB status.	Work Break	RWB (Return from Work Break)	TOW (Return Off Work Temp)

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	Empl Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	*Base Rate	Dept ID	Description	Last Submitted Date/Time	Appt Nbr	Stop 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	☐	

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.”**

1 2

Approve?	Comments	OFA USE ONLY	Delete?	Pushback?	*Reason
☐			☐	0	Update WTU

3

Save & Submit

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!!