Printing TAE Appointment Letters

This article covers how authorized users can print/download Temporary Academic Employment (TAE) appointment letters in CHRS.

💡 Note that faculty can print/download their own appointment notice/letter. [How do Faculty View/Acknowledge Their Appointment Notice?](#)

1. Log in to the campus portal and click on Human Resource in the Titan Online widget.

[View step-by-step instructions on accessing CHRS.](#)

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2. Use the Nav Bar to access the Menu and select CSU Temp Academic Employment. Then select CSU TAE Reports and choose CSU TAE Print Appt Letter.
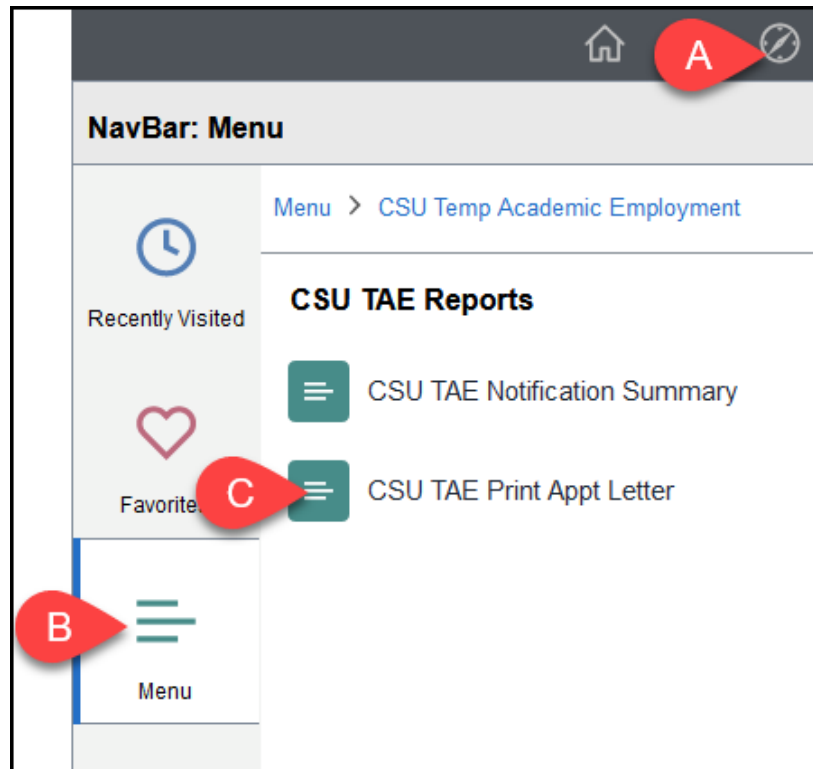
A. Click on the **NavBar**.
B. Select **Menu**.
C. Then navigate to **CSU Temp Academic Employment** > **CSU TAE Reports** > **CSU TAE Print Appt Letter**.

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3. If you have run this report before, click Search to find your existing Run Control ID. If you have NOT run this report before, click Add a New Value to create a Run Control ID.

CSU TAE Print Appt Letter

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

B

| Find an Existing Value | Add a New Value |

▼ Search Criteria

Run Control ID [begins with ▾] [_____]

☐ Case Sensitive

A [Search] [Clear]   Basic Search 🗗 Save Search Criteria

A. Click **Search** if you have run this report before. This will find your previously created Run Control.
B. Or click **Add a New Value** if this is the first time you are running this report. This will allow you to create a Run Control that you can reuse each time that you want to run this report.

3.1. ADDING A NEW VALUE: Enter a name for your Run Control ID such as TAE_Print_Appt_Letter. Then click Add.

💡 Remember that Run Control IDs can NOT have any spaces in the name, but you can use dashes or underscores if you wish.

Acceptable name variations:

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- TAE_Print_Appt_Letter
- TAEPrintApptLetter
- TAE-Print-Appt-Letter

A. Enter a name for your Run Control ID such as **TAE_Print_Appt_Letter**.
B. Then click **Add**.

3.2. FINDING AN EXISTING VALUE: Select your Run Control ID from the list of search results.

💡 If you have only created one Run Control ID in CHRS, you may be taken directly to the report settings page.

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CSU TAE Print Appt Letter

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

Find an Existing Value | Add a New Value

▼ **Search Criteria**

Run Control ID [begins with ⌄] [   ]

☐ Case Sensitive

[Search]   [Clear]   Basic Search   🔲 Save Search Criteria

Search Results

View All ⏮ ◀ [1-1 of 1 ⌄] ▶ ⏭

Run Control ID

TAE_Print_Appt_Letter

4. Enter FLCMP as the Business Unit. Select a Dept ID. Add any additional search criteria to narrow down your results. Then click View/Print. Click Save to save your report settings.

⚠️   If you do not put any criteria other than the Business Unit and Dept ID, you will see data for ALL appointments in the departments for ALL terms in CHRS.

As we continue to use CHRS, this will ultimately mean you are requesting years' worth of appointments and can potentially return thousands of results. The report will run, but will likely take a while to complete.

It's highly recommended that you narrow your results by Term and/or Appointment Effective Date Range to avoid overloading the system.

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A. REQUIRED: Enter **FLCMP** as the Business Unit.
B. Optional: Enter a specific EE Group to view only appointments with that type (e.g., Lecturers, TA, GA).
C. REQUIRED: Enter a specific department ID to view only appointments in that department.
D. Optional: Enter a specific job code to view appointments with that job code.
E. Optional: Enter a specific Term to view only appointments for that term.
F. Optional: Enter a specific Empl ID (CHRS ID) to view only appointments for that employee.
G. Optional: Enter dates in the From Date and To date fields to view all appointments with an effective date within that date range.
H. Then click **View/Print**.
I. Click **Save** to save your report settings. You can click this now or return to this screen after clicking View/Print to save your changes.

5. Depending on your web browser settings, the PDF may open in a new window or tab. The page number count divided by 2 will tell you how many appointment letters are included (each appointment letter is typically two pages long). Click the printer button to print the appointment

# letters. Or click on the file download button to download the PDF.

💡 Some browsers may only download the report. Check your Downloads folder for a copy of the report.

ℹ️ Want to separate out each appointment letter into its own PDF file? Learn how to extract pages from a PDF in Adobe Acrobat.
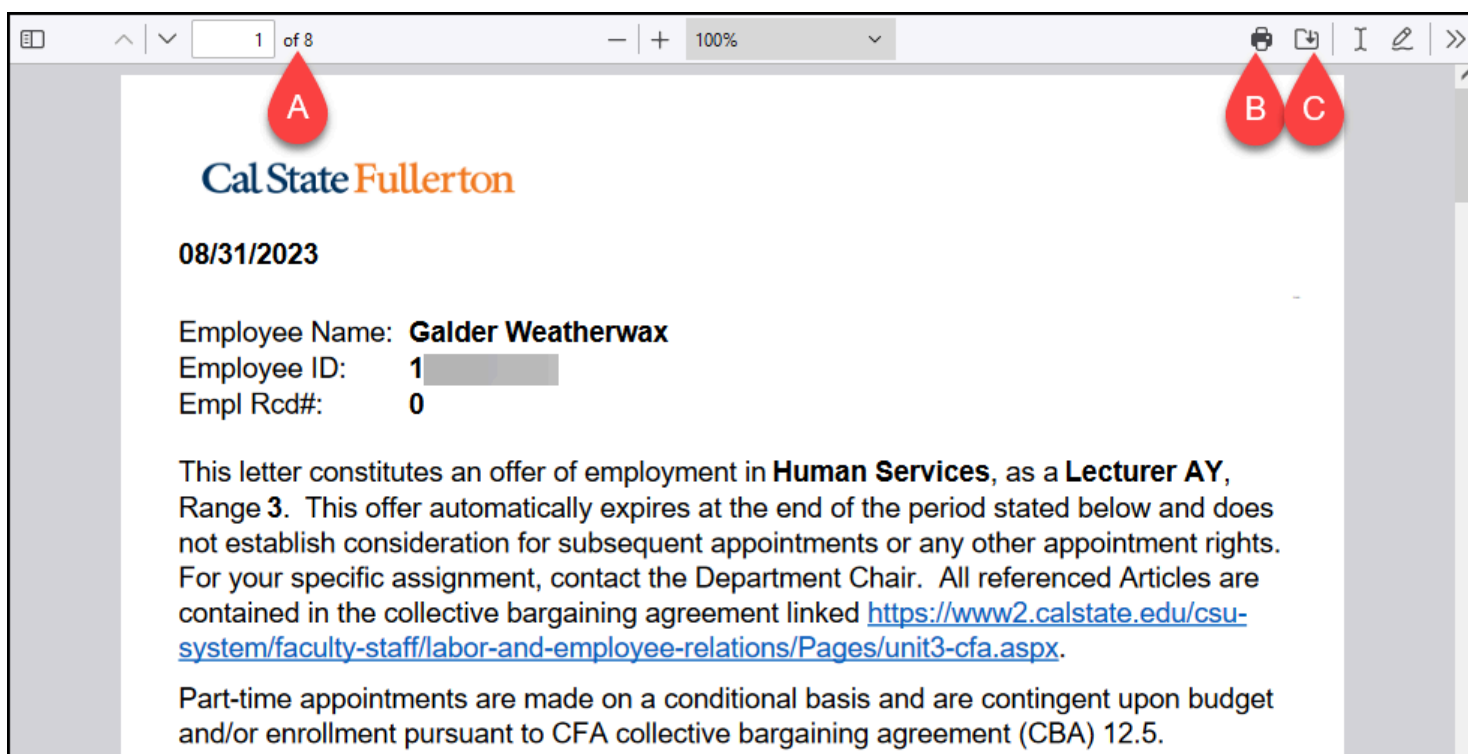
A. The page number count divided by 2 will indicate how many appointment letters are included in this PDF. Typically each appointment letter is two pages long.
B. Click on the printer button to print this PDF.
C. Click on the download file button to download this PDF.

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6. Click the x to close the tab/window with the appointment letters PDF. Or click on the CSU TAE Print Appt Letter tab/window to return to the report settings screen.
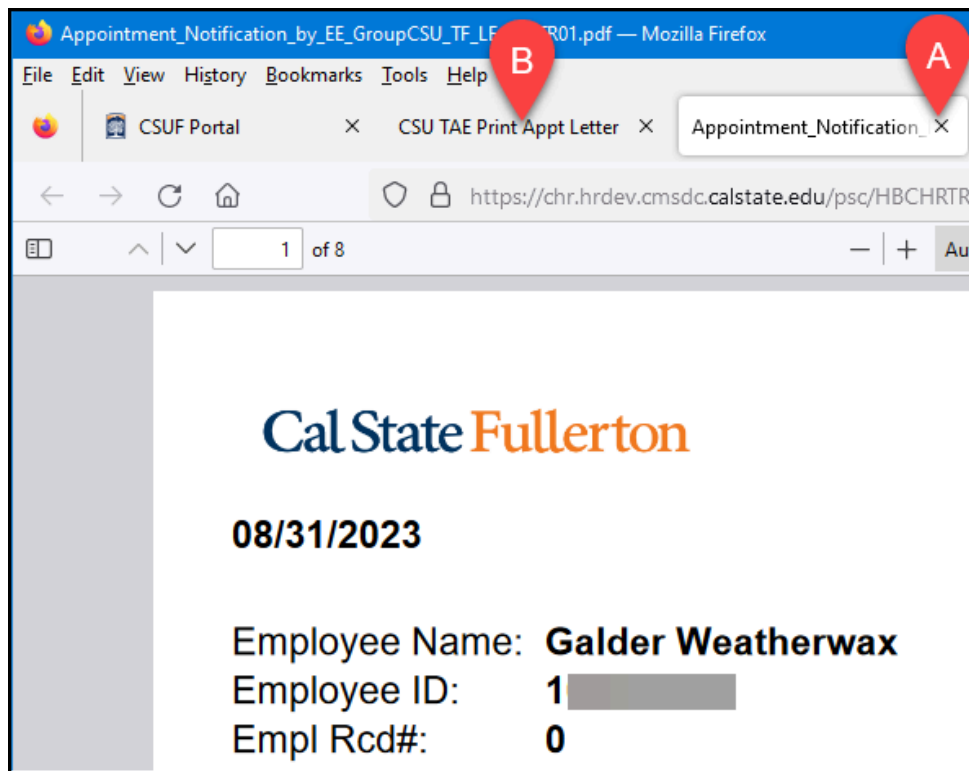
A. Click on the x to close the appointment letter PDF tab/window.
B. Or click on the CSU TAE Print Appt Letter tab/window to return to the report settings.

7. If you try to navigate away from the report settings page without saving your changes, you will see a prompt. Click Yes if you want to go back and click the Save button to save your changes. If not, click No.

Do you want to save your changes? Click Yes to go back and save, or No to discard your changes.

Yes   No

Need Help?

For specific questions about TAE appointments and processes, contact Academic HR at academichr@fullerton.edu.

For training and how-to assistance, contact IT Training at 657-278-5647 or ittraining@fullerton.edu.

For technical assistance, contact the IT Help Desk at 657-278-7777 or helpdesk@fullerton.edu.

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