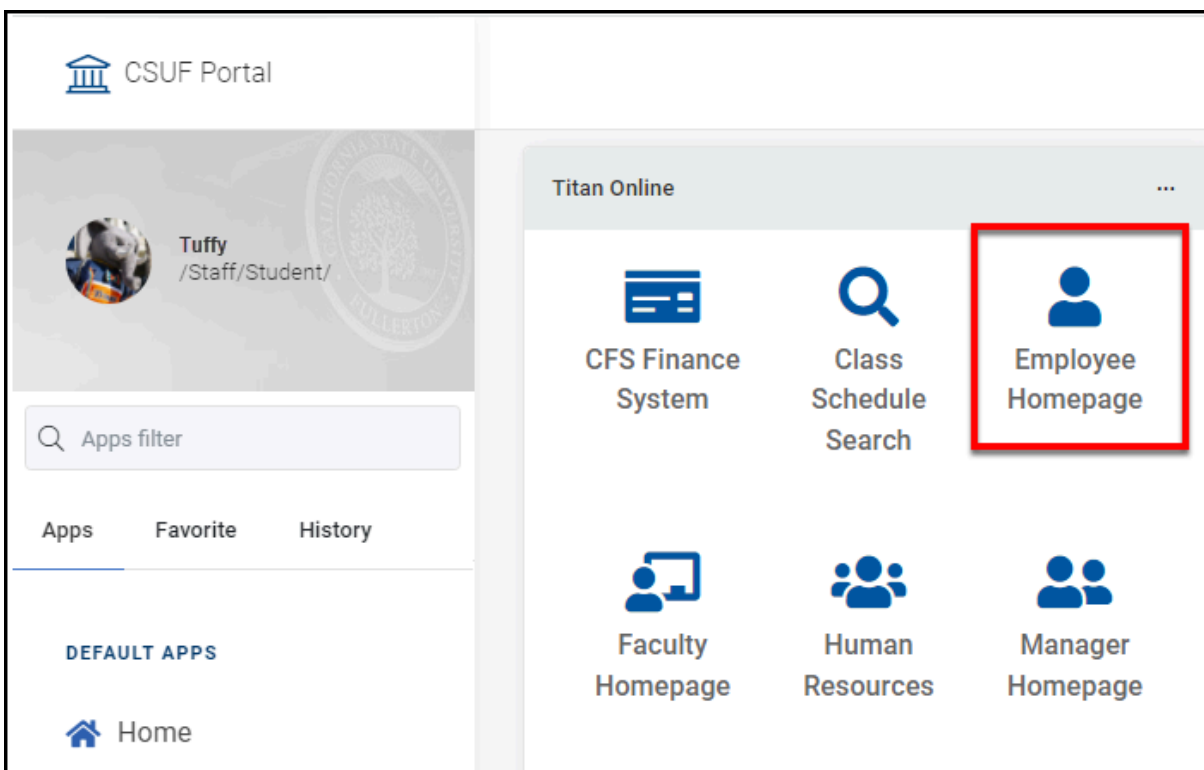


# TAE MPP: Approving or Pushing Back a TAE appointment

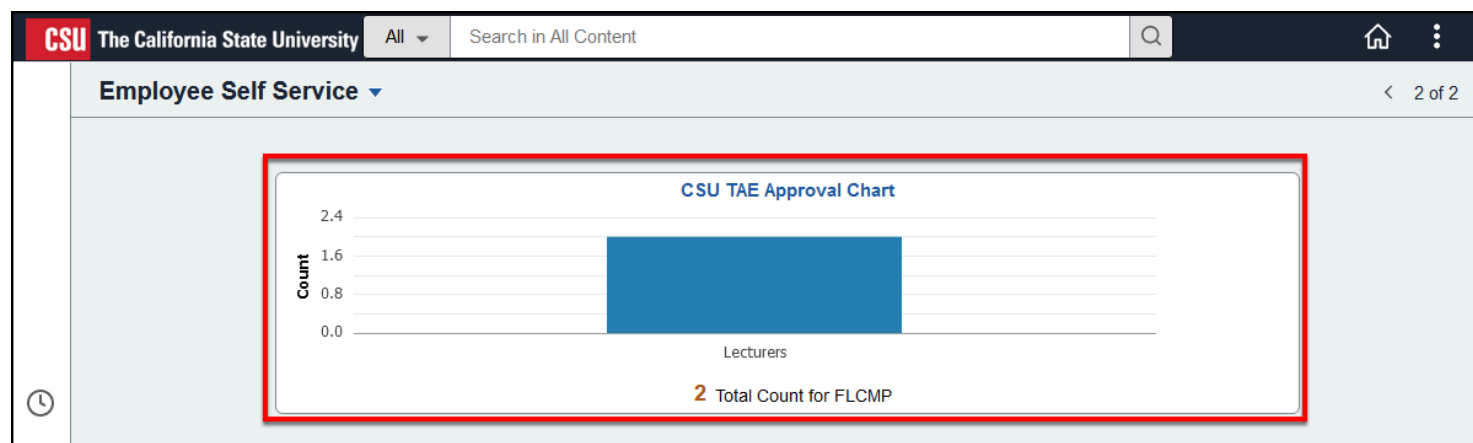
This article covers how authorized MPPs/Administrators can approve a Temporary Academic Employment (TAE) appointment or send it back (push back) to the College Analyst or Department user for revision.

## 1. Log in to the campus portal and click Employee Homepage in the Titan Online widget.




[View detailed instructions on accessing Employee Homepage.](#)

## 2. Click on the CSU TAE Approval Chart.



You will see the number and type of TAE appointments awaiting your approval.


## 3. A list of the TAE appointments to be approved appears. Click Go to My Approval Page.

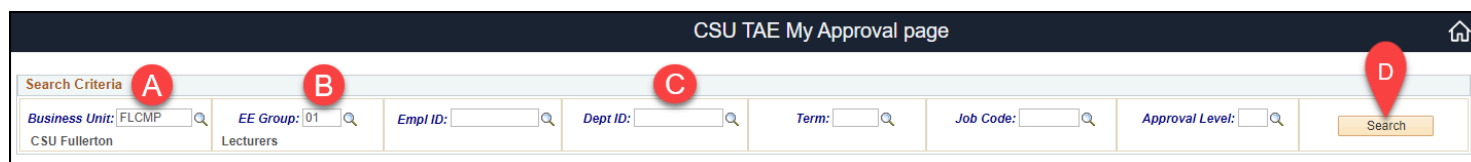
 Note that the EE Group name for the appointments shows on this screen.

CSU TAE Approval							
Business Unit	EE Group	Job Title	Department	Step/Level	Appointment#	For Empl ID	Name
CSU Fullerton	Lecturers	Lecturer AY	Human Services	MPP Authorization	50000009	100011053	Virrid Wayzygoose
CSU Fullerton	Lecturers	Lecturer AY	Human Services	MPP Authorization	50000012	100009309	Galder Weatherwax

[Go to My Approval Page](#)

## 4. Check that the Business Unit is FLCMP. Select an EE Group. Then click Search.

 Remember on the previous screen (which should still be open in your web browser), you will see the EE Group Name for all of the appointments waiting for your approval.




CSU TAE My Approval page

Search Criteria

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

- A. **REQUIRED:** Enter **FLCMP** as the Business Unit. This is a required field, do not remove it.  
**AND**
- B. **REQUIRED:** Type in the EE Group or use the magnifying glass to look up an EE group.
- C. You may want to enter or select a Dept ID to narrow down your results to a specific department.
- D. Click **Search** when you have entered all of your criteria.


## 5. Click the Approval tab.

 You can click on other tabs to view more details about the appointment. Or click on the hyperlink in the Empl Stat column to view an employee's job history.


Data Entry (by Empl ID only)						
Main	Appt Data	Addl Data	Addl Empl	Funding	Appt Log	Approval
	*Empl ID	*Empl Rcd	Eff Seq	Name	Empl Stat	*Position Nbr
1	1	0	0	Galder Weatherwax	Active	10004542
2	1	1	0	Virrid Wayzygoose	Terminated	10004542

## What do you want to do?


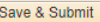
### Approve one or more appointments


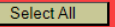
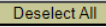
 If you are ready to approve one or more appointments, you can use the Approve column to mark each appointment as Approved.

**1. Place a checkmark in the Approve? column for each appointment you want to approve. Or click Select All at the bottom of the table to approve all appointments on the screen. Then click Save & Submit.**

 Only appointments that you have marked as Approved will be submitted.

Data Entry (by Empl ID only)													
Main	Appt Data	Addl Data	Addl Empl	Funding	Appt Log	Approval							
	*Empl ID	*Empl Rcd	Eff Seq	Name	Empl Stat	*Position Nbr	Job Code	*Grade	*Base Rate	Dept ID	Description	Appt Nbr	Step/Level
1	1	0	0	Galder Weatherwax	Active	10004542	2358	3	5,549.00	10138	Human Services	50000012	2
2	1	1	0	Virrid Wayzygoose	Terminated	10004542	2358	2	4,530.00	10138	Human Services	50000009	2
													Approve?

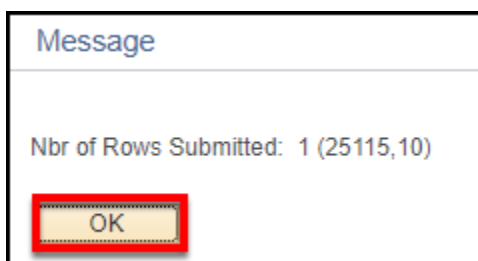
 

Selection by:   


A. Place a checkmark in the **Approve?** column for each appointment you want to approve.

- B. Or click **Select All** at the bottom of the table to mark all appointments on the screen as approved.
- C. Then click **Save & Submit**.

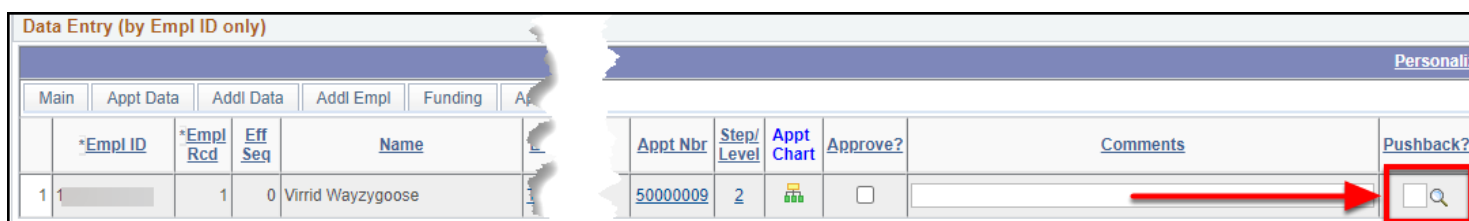
**2. You will see a window indicating if there are any rows with errors and how many rows were successfully saved or submitted without errors. Click OK. You're done!**




Send one or more appointments back to the College Analyst or Department User (Push Back)

-  If a revision needs to be made to an appointment or the appointment should be canceled or deleted, you can use the Push Back feature to send it back to either the College Analyst or Department user who created it.

**1. Click on the magnifying glass in the Pushback? column for an appointment.**



## 2. Choose who you want to send the appointment back to.

 You will only see steps in the workflow that come before you. Typically, you will push back appointments to the **0 - Originator**, which is the person who created the appointment, as they are able to make revisions.

Review [TAE EE Groups and Workflows](#) to see who is at each step in the workflow for each EE group.

Look Up Pushback?

Step

Description


[Basic Lookup](#)


Search Results

View 100 First 1-2 of 2 Last

Step	Description
0	Originator
1	Appt Data Review

## 3. Enter a reason that you are sending the appointment back. Copy and paste the reason in the Comments box.

 Repeat steps 1-3 for each appointment that you want to send back.

<a href="#">Approve?</a>	<b>B</b> <a href="#">Comments</a>	<a href="#">Delete?</a>	<a href="#">Pushback?</a>	<b>A</b> <a href="#">*Reason</a>
<input type="checkbox"/>	<input type="text" value="This is why this appt is being pushed back"/>	<input type="checkbox"/>	<input type="text" value="1"/> 	<input type="text" value="This is why this appt is being pushed back"/>

A. Enter why you are sending the appointment back in the Reason field.

B. Then copy and paste the reason into the Comments box to make it easier for the user to see your comment.

#### 4. Click Save & Submit to finish sending the appointment(s) back.

**Data Entry (by Empl ID only)**

Data Entry (by Empl ID only)						
Main	Appt Data	Addl Data	Addl Empl	Funding	Appt Log	Approval
*Empl ID	*Empl Rcd	Eff Seq	Name	Empl Stat	*Position Nbr	
1 1	1	0	Virrid Wayzygoose	Terminated	10004542	

5. You will see a window indicating if there are any rows with errors and how many rows were successfully saved or submitted without errors. Click OK. You're done!

**Message**

Nbr of Rows Submitted: 1 (25115,10)

## Next Steps

Approved appointments will be sent to Payroll for processing.

Appointments that have been sent back to the College Analyst or Department User will need to be revised and re-sent for approval.



Each department/college may have a different business process, but generally you will need to notify the College Analyst or Department user (Originator) that there are TAE appointments for them to revise.

## Need Help?

For specific questions about TAE appointments and processes, contact [Academic HR](#) at [academichr@fullerton.edu](mailto:academichr@fullerton.edu).

For training and how-to assistance, contact IT Training at 657-278-5647 or [ittraining@fullerton.edu](mailto:ittraining@fullerton.edu).

For technical assistance, contact the IT Help Desk at 657-278-7777 or [helpdesk@fullerton.edu](mailto:helpdesk@fullerton.edu).