

TAE EE Groups and Workflows

This article covers the different EE Groups for Temporary Academic Employment (TAE) and the workflows associated with each.

EE Group Workflows

EE Group Number	Group Type	Workflow Step 0	Workflow Step 1	Appointment Notifications Sent	Workflow Step 2
01	Lecturers	Appointment Data Entry	Appointment Data Review	Appointment Notification Sent	MPP/ Administrator
02	Counselors	Appointment Data Entry	AHRS		MPP/ Administrator
03	Librarians	Appointment Data Entry	AHRS		MPP/ Administrator
04	Coaches	Appointment Data Entry	AHRS		MPP/ Administrator
05	Summer	Appointment Data Entry	Appointment Data Review		MPP/ Administrator
06	Substitute Faculty	Appointment Data Entry	Appointment Data Review	Appointment Notification Sent	MPP/ Administrator
07	Extension	Appointment Data Entry	Appointment Data Review		MPP/ Administrator

EE Group Number	Group Type	Workflow Step 0	Workflow Step 1	Appointment Notifications Sent	Workflow Step 2
08	Additional Employment	Appointment Data Entry	Appointment Data Review		Budget Review
09	TA (Teaching Associate)	Appointment Data Entry	Appointment Data Review	Appointment Notification Sent	MPP/ Administrator
10	GA (Graduate Assistant)	Appointment Data Entry	Appointment Data Review	Appointment Notification Sent	MPP/ Administrator
11	ISA (Instructional Student Assistant)	Appointment Data Entry	Appointment Data Review	Appointment Notification Sent	MPP/ Administrator

EE Groups Workflow Step Definitions

Workflow Step Name	Description
Appointment Data Entry	Department user who creates the TAE appointment in CHRS
Appointment Data Review	College Academic HR analyst who reviews and approves the TAE appointment in CHRS
AHRS	Academic HR Services who reviews and approves the TAE appointment in CHRS
MPP/Administrator	College dean or other MPP who approves the TAE appointment in CHRS
Budget Review	College budget analyst who reviews and approves the TAE appointment in CHRS for EE Group 08 only
Enrollment Review	Extension & International Programs (EIP) analyst who reviews and approves

Workflow Step Name	Description
	the TAE appointment in CHRS
Payroll	Payroll Services staff who finalize all TAE appointments in CHRS and processes the employees's job record in CHRS

EE Group Valid Job Codes

EEGroup 1: 2358 and 2359

EEGroup 5: 2357, 2368, and 2457

EEGroup 6: 2356

EEGroup 7: 2322 and 2323

EEGroup 8: 2403 and 2359

EEGroup 9: 2309, 2324, 2353, 2354, and 2453

EEGroup 10: 2325, 2326, and 2355

EEGroup 11: 1150, 1151, 1152, and 1153

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.