Creating a Late Start Appointment

This article covers how authorized users can create a Late Start appointment in Temporary Academic Employment (TAE).

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.

## Where is the appointment in the approval process?

💡 View Checking the Status of a TAE Appointment and Faculty Appointment Notices to determine where the appointment is in the approval workflow.

I am creating a new appointment with a Late Start

ℹ️ The instructions below are a truncated version of the full instructions on creating TAE appointments that highlight how to mark an appointment as Late Start. View all of the TAE guides for more specific instructions on how to create TAE appointments in full.

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1. Use the Nav Bar to access the Menu and select CSU Temp Academic Employment. Then select CSU TAE Appointment Entry.
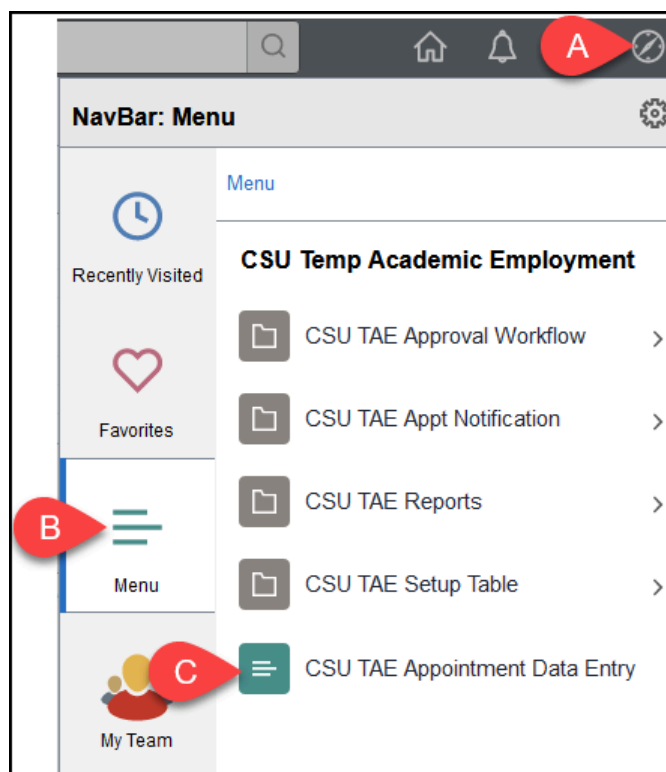
A. Click on the **NavBar**.
B. Select **Menu**.
C. Then navigate to **CSU Temp Academic Employment** > **CSU TAE Appointment Data Entry**.

2. Enter search criteria to look up one or more employees. You can enter multiple fields to narrow down your search results. Then click Search.

⚠ You must enter **FLCMP** as the Business Unit **and** select an EE Group.

A. **REQUIRED**: Enter **FLCMP** as the Business Unit. This is a required field, do not remove it.
AND
B. **REQUIRED**: Select the EE Group.
C. Optional: Enter the Empl ID (CHRS ID) of the specific employee you want to create an appointment for.
D. Optional: Enter a specific Dept ID to see only employees with previous appointments in that department. If you leave this field blank, you will see employees with previous appointments in all department IDs that you have access to view.
E. Optional: Select a specific Term (e.g., 2237, 2243, etc.) to view existing appointments for the selected term.
F. Optional: Select a specific Job Code to view only appointments with that job code.
G. Optional: Adjust the Lookback Dt if you want to go back further in the history. The default date for this field is 18 months ago.
H. Click **Search** when you have entered all of your criteria.

3. Enter the appointment details as applicable. Select Late Start in the Adjust menu and then enter the employee's first day of work in the Effective Date.

A. Select **Late Start** from the Adjust drop-down menu.
B. Select Effective Date for the Late Start appointment.

4. Continue filling out the appointment details such as WTU, FTE, Hours, etc.

💡 [View all of the TAE guides for more specific instructions on how to create TAE appointments in full](#).

5. Place a checkmark in Ready? when you have fully reviewed the employee's new appointment information and the appointment is ready to be submitted for approval. Click the plus sign button to add a new row for the employee.

⚠️ The Ready? column is an easy way for you to remember which employees' appointments that you have fully entered and reviewed. However, it is also a required field in order for an appointment to be submitted. If an appointment does NOT have this box checked, it will not be submitted.

	A	B	C	D
Term Rate	Unconditional	REH Annuit	Ready?	
26,635.20	☐	☐	☐	⊞
4,818.27	☐	☐	☐	⊞
5,436.00	☐	☐	☐	⊞

A. If the employee has a full-time, full year appointment, place a checkmark in **Unconditional**.
B. If the employee is a rehired annuitant, place a checkmark in **REH Annuit**.
C. When the employee's entire row has been fully reviewed and is correct, place a checkmark in **Ready?**.

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D. Need to add another employee record row/appointment row for this employee? Click the plus sign to add another employee record row.

6. To save your changes but NOT submit them for approval, click Save for later. To save and submit your changes for approval, click Save & Submit.

> ❗ Only rows with the Ready? column checked will be submitted if you click Save & Submit.
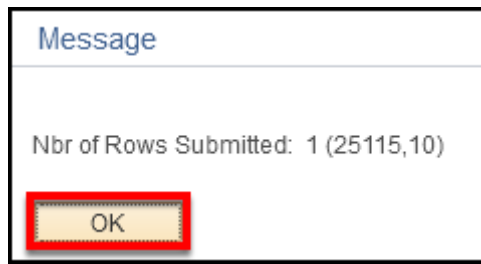

A. Click **Save for later** to save your changes without submitting the appointment for approval.
B. Click **Save & Submit** to save your changes AND submit the appointment for approval.

7. CHRS will check the rows for errors when you save & submit. You will see a window indicating if there are any rows with errors and how many rows were successfully submitted. Click OK.

> 💡 Note that you will not see any pop-up messages when you choose Save for later. You will see a processing icon at the top right of the screen; once the icon disappears, your changes have been saved.

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Message

Nbr of Rows Submitted: 1 (25115,10)

OK

Next Steps

[The department or college HR analyst will need to review and approve the appointment.](#)

> 💡 Each department/college may have a different business process, but generally you will need to notify your department/college HR analyst that there are TAE appointments for them to review as the system does NOT sent an approval notification to the Reviewer.

The appointment notice has been sent to the employee, but Payroll has not processed the appointment

> ℹ️ The appointment will need to be pushed back to the Originator so the appointment can be revised. The appointment will then be re-submitted for approval and go through the approval workflow.

☐ **1. Contact the person/group that has the appointment in their queue to request that they push back the appointment to the Originator.**

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💡 Each department/college may have a different business process for communications about TAE appointments. Contact your college Academic HR analyst if you're unsure what the process is.

⚠️ Is the appointment in Payroll's queue? Currently Payroll is still developing the business process for notifying them that an appointment in their queue needs to be pushed back. It is likely that the Reviewer (College Analyst) will be the one to contact Payroll, so consult with your college for assistance.

☐ **2. The appointment is pushed back to the Originator by the Reviewer or MPP Approver (or other Reviewer).**

ℹ️ These instructions show how MPP Approvers can push back appointments, but the steps are the same for Reviewers.

2.1. Log in to the campus portal and click Employee Homepage in the Titan Online widget.
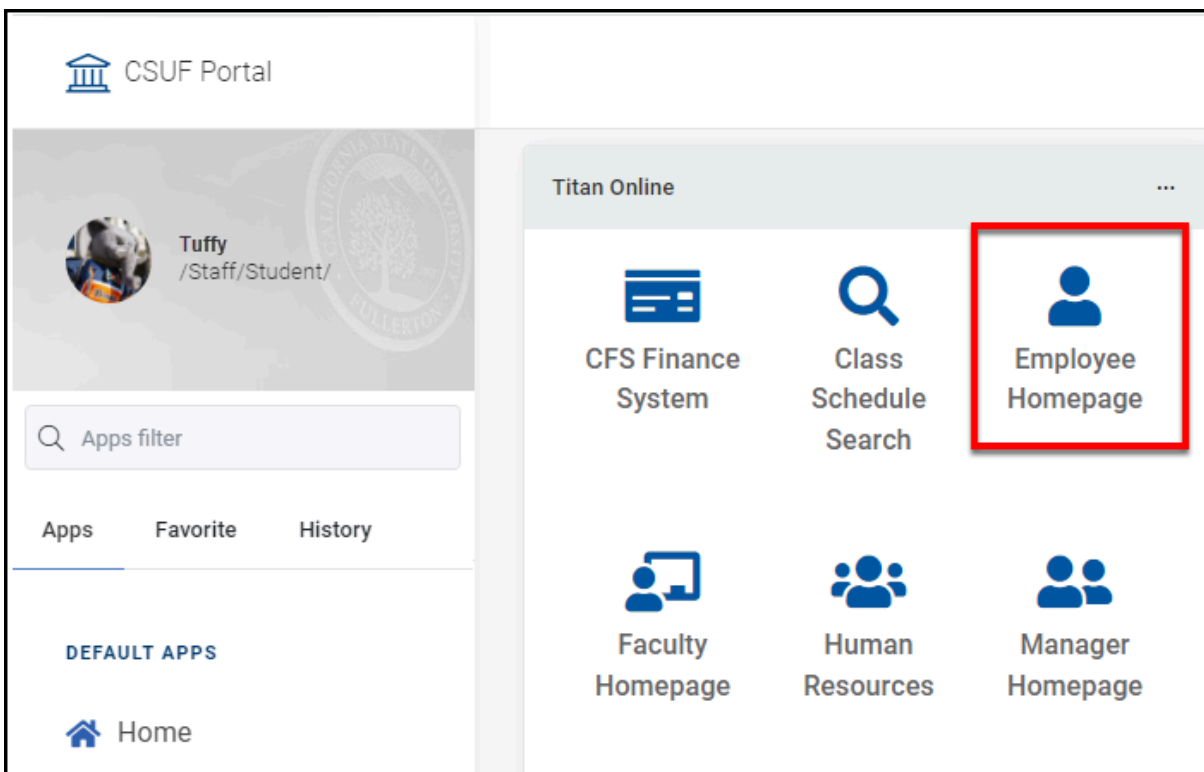
[View detailed instructions on accessing Employee Homepage.](#)

2.2. Click on the CSU TAE Approval Chart.

💡 Alternatively, you can navigate using the Nav Bar to: CSU Temp Academic Employment > CSU TAE Approval Workflow > CSU TAE My Approval page.

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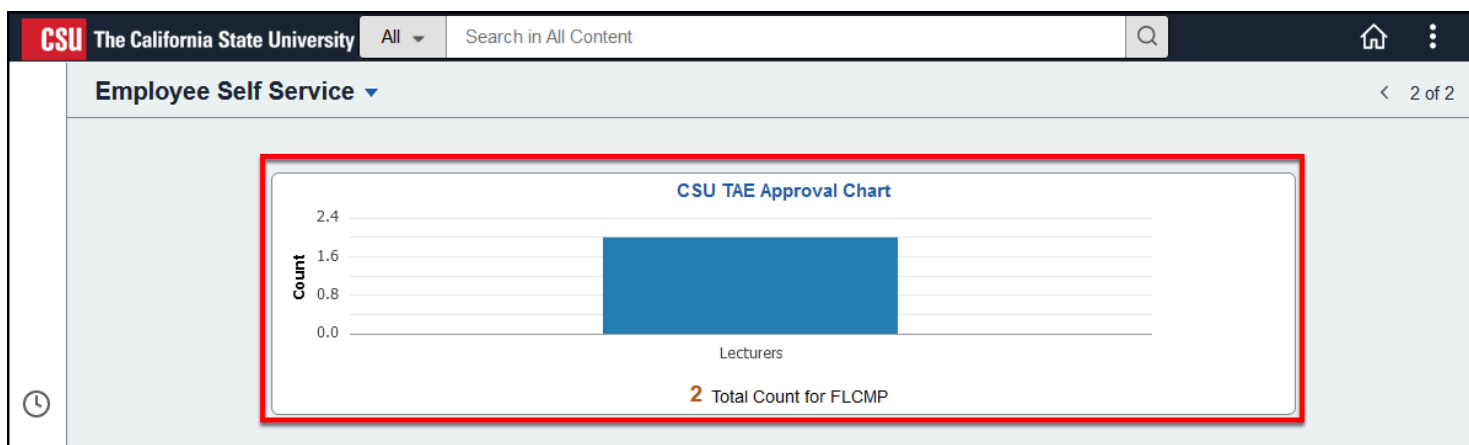
You will see the number and type of TAE appointments awaiting your approval.

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

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

❗ You must enter **FLCMP** as the Business Unit **and** select an EE Group.

💡 Typically revisions are made for a specific employee, so you may want to search by Empl ID so you jump right to that employee's information.

CSU TAE My Approval page

A. **REQUIRED**: Enter **FLCMP** as the Business Unit.
    AND
B. **REQUIRED**: Select the EE Group.
C. Enter the Empl ID (CHRS ID) of the employee whose appointment you want to push back.
D. Click **Search** when you have entered all of your criteria.

2.5. Click the Approval tab.

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

2.7. 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.

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

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.

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

2.10. 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!

☐ **3. The Originator will get an automated email notification when the appointment has been pushed back to them.**

💡 Note the employee ID and reason for the push back are included in the email.

TAE Push Back to Originator

N   NoReply@calstate.edu
     To ●

CSUF external service. Use caution and confirm sender.

There has been a push back by an approver to you. The employee ID is 100000000. The reason for the push back is: Please revise Salary Grade

☐ **4. The Originator updates the appointment using CSU TAE Appointment Data Entry and re-submits it for approval.**

4.1. Use the Nav Bar to access the Menu and select CSU Temp Academic Employment. Then select CSU TAE Appointment Entry.
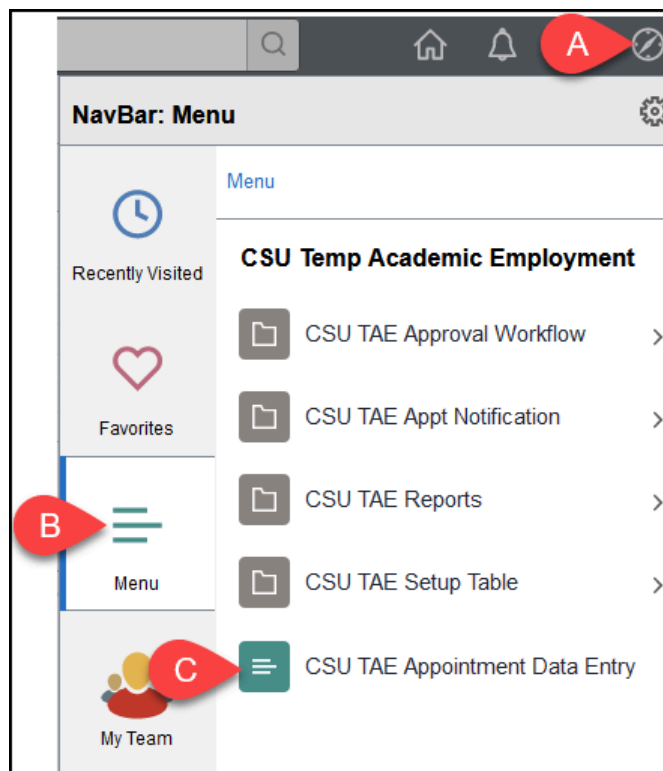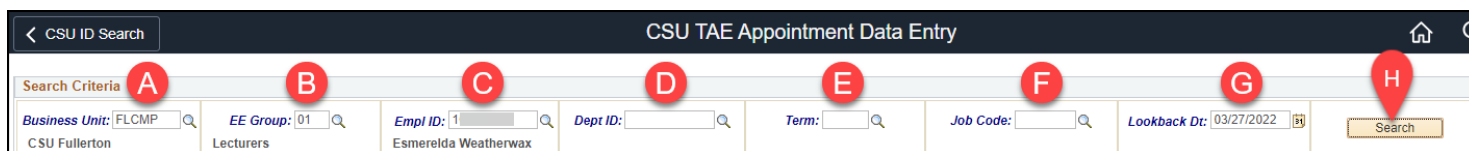

A. Click on the **NavBar**.
B. Select **Menu**.
C. Then navigate to **CSU Temp Academic Employment** > **CSU TAE Appointment Data Entry**.

4.2. Enter search criteria to look up one or more employees. You can enter multiple fields to narrow down your search results. Then click Search.

> ❗ You must enter **FLCMP** as the Business Unit **and** select an EE Group.

> 💡 Typically revisions are made for a specific employee, so you may want to search by Empl ID as well as EE Group so you jump right to that employee's information for that specific appointment type.

A. **REQUIRED**: Enter **FLCMP** as the Business Unit.
   AND
B. **REQUIRED**: Select the EE Group.
C. Optional: Enter the Empl ID (CHRS ID) of the specific employee whose appointment you want to revise.
D. Optional: Enter a specific Dept ID to see only appointments in that department. If you leave this field blank, you will see employees in all department IDs that you have access to view.
E. Optional: Select a specific Term to view existing appointments for the selected term.
F. Optional: Select a specific Job Code to view only appointments with that job code.
G. Optional: Adjust the Lookback Dt if you want to go back further in the history. The default date for this field is 18 months ago.
H. Click **Search** when you have entered all of your criteria.

4.3. The employee's current appointment row will appear. You can start making modifications to the appointment.

4.4. The appointment should display Revision under Other Action, but if it doesn't, you can select Revision. Then select Late Start in the Adjust menu.

A. Select **Revision** in the Other Action drop-down menu.
B. Then select **Late Start** from the Adjust drop-down menu.

4.5. Update the appointment Effective Date.

4.6. Place a checkmark in the Ready? column.

4.7. Click Save & Submit to submit the revised appointment for approval.

4.8. You will see a window indicating if there are any rows with errors and how many rows were successfully submitted without errors. Click OK.

☐ **5. The Reviewer must review/approve the revised appointment.**

The TAE reviewer will need to review and approve the revised appointment.

💡 Each department/college may have a different business process, but generally you will need to notify your department/college HR analyst that there are TAE appointments for them to review.

☐ **6. The revised appointment will continue through the rest of the approval workflow (MPP, Budget Review, Enrollment Review, Payroll) as applicable for the EE Group (appointment type).**

💡 View [TAE EE Groups and Workflows](#) to see which users/groups are part of the approval workflow for each EE Group.
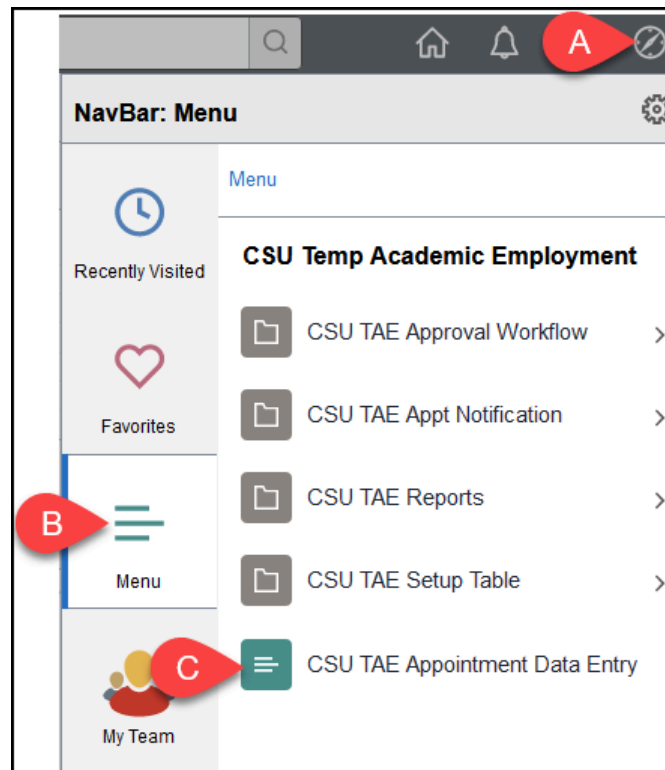
[The MPP Approver will need to approve the revised appointment.](#)

The appointment has been processed by Payroll

ℹ️ If the appointment has been processed by Payroll, the Originator can use the CSU TAE Appointment Data Entry screen to create a revised appointment for the employee and send it through the approval workflow.

☐ **1. The Originator submits a revised appointment using CSU TAE Appointment Data Entry.**

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1.1. Use the Nav Bar to access the Menu and select CSU Temp Academic Employment. Then select CSU TAE Appointment Entry.

A. Click on the **NavBar**.
B. Select **Menu**.
C. Then navigate to **CSU Temp Academic Employment** > **CSU TAE Appointment Data Entry**.

1.2. Enter search criteria to look up one or more employees. You can enter multiple fields to narrow down your search results. Then click Search.

> ⚠️ You must enter **FLCMP** as the Business Unit **and** select an EE Group.

> 💡 Typically revisions are made for a specific employee, so you may want to search by Empl ID as well as EE Group so you jump right to that employee's information for that specific appointment type.

A. **REQUIRED**: Enter **FLCMP** as the Business Unit.
   AND
B. **REQUIRED**: Select the EE Group.
C. Optional: Enter the Empl ID (CHRS ID) of the specific employee whose appointment you want to revise.
D. Optional: Enter a specific Dept ID to see only appointments in that department. If you leave this field blank, you will see employees in all department IDs that you have access to view.
E. Optional: Select a specific Term to view existing appointments for the selected term.
F. Optional: Select a specific Job Code to view only appointments with that job code.
G. Optional: Adjust the Lookback Dt if you want to go back further in the history. The default date for this field is 18 months ago.
H. Click **Search** when you have entered all of your criteria.

1.3. The employee's current appointment row will appear. You can start making modifications to the appointment.

> 💡 Does the employee not show up? Double check [where their previous appointment is in the approval workflow](). It's possible the appointment was not processed by Payroll yet.

Currently, future processed appointments are not displayed. Future enhancements will include future dated appointments.

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
1	1	2	0	Esmerelda Weatherwax	Active	FLCMP	10004542	2358	2	4,774.00	10138	Human Services

1.4. The appointment should display Revision under Other Action, but if it doesn't, you can select Revision. Then select Late Start in the Adjust menu.

Term	Session	*Appt Type	Other Action	Adjust
2233	1	A →	Revision	
				Early Term
		B →		Late Start
				None
				Other

A. Select **Revision** in the Other Action drop-down menu.
B. Then select **Late Start** from the Adjust drop-down menu.

1.5. Update the appointment Effective Date.

*Appt Type	Other Action	Adjust	EffDt	End Date	*Multi Term Date
006	Revision	Late Start	01/17/2023	05/26/2023	05/26/2023

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1.6. Place a checkmark in the Ready? column.

1.7. Click Save & Submit to submit the revised appointment for approval.

1.8. You will see a window indicating if there are any rows with errors and how many rows were successfully submitted without errors. Click OK.

☐ **2. The Reviewer must review/approve the revised appointment.**

The TAE reviewer will need to review and approve the revised appointment.

> 💡 Each department/college may have a different business process, but generally you will need to notify your department/college HR analyst that there are TAE appointments for them to review.

☐ **3. The revised appointment will continue through the rest of the approval workflow (MPP, Budget Review, Enrollment Review, Payroll) as applicable for the EE Group (appointment type).**

> 💡 View [TAE EE Groups and Workflows](#) to see which users/groups are part of the approval workflow for each EE Group.
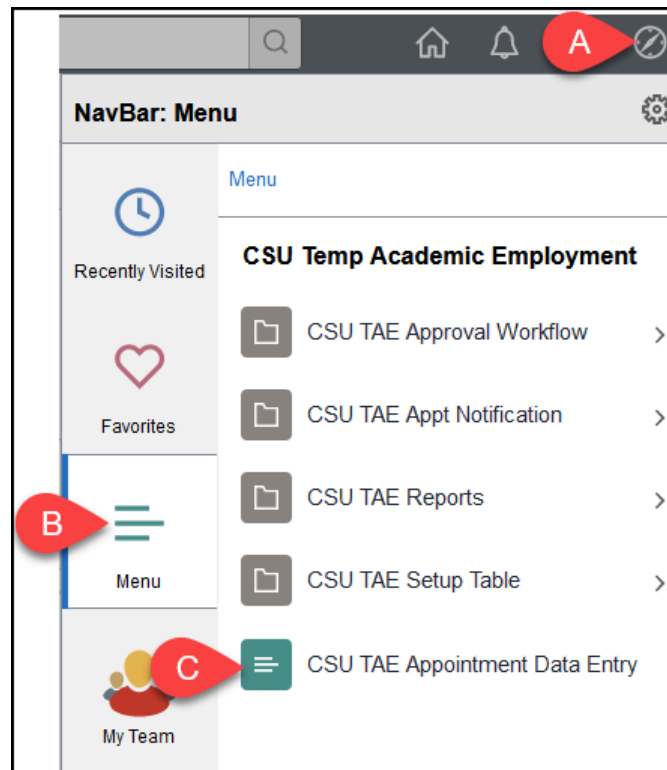
[The MPP Approver will need to approve the revised appointment.](#)

I am adding a Late Start to a current appointment in the same department (Mid Semester Time Base Change)

> ℹ️ If the faculty has a mid semester time base change, the Originator can use the CSU TAE Appointment Data Entry screen to terminate the existing appointment and create a new appointment row that starts on the first day the faculty has additional WTUs applied.

☐ **1. The Originator revises the existing appointment, and creates a new appointment row starting on the first day the faculty has additional WTUs applied.**

1.1. Use the Nav Bar to access the Menu and select CSU Temp Academic Employment. Then select CSU TAE Appointment Entry.

A. Click on the **NavBar**.
B. Select **Menu**.
C. Then navigate to **CSU Temp Academic Employment** > **CSU TAE Appointment Data Entry**.

1.2. Enter search criteria to look up one or more employees. You can enter multiple fields to narrow down your search results. Then click Search.

> ⊗ You must enter **FLCMP** as the Business Unit **and** select an EE Group.

> 💡 Typically revisions are made for a specific employee, so you may want to search by Empl ID as well as EE Group so you jump right to that employee's information for that specific appointment type.

A. **REQUIRED**: Enter **FLCMP** as the Business Unit.
   AND
B. **REQUIRED**: Select the EE Group.
C. Optional: Enter the Empl ID (CHRS ID) of the specific employee whose appointment you want to revise.
D. Optional: Enter a specific Dept ID to see only appointments in that department. If you leave this field blank, you will see employees in all department IDs that you have access to view.
E. Optional: Select a specific Term to view existing appointments for the selected term.
F. Optional: Select a specific Job Code to view only appointments with that job code.
G. Optional: Adjust the Lookback Dt if you want to go back further in the history. The default date for this field is 18 months ago.
H. Click **Search** when you have entered all of your criteria.

1.3. The employee's current appointment row will appear. You can start making modifications to the appointment.

> 💡 Does the employee not show up? Double check [where their previous appointment is in the approval workflow](). It's possible the appointment was not processed by Payroll yet.

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Data Entry (Lecturer Group)

| Appt Data | Addl Data | Appt Log | |

	*Empl ID	Empl Rcd	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	*Base Rate	Dept ID	Description
1	1_____	2	0	Esmerelda Weatherwax	Active	FLCMP	10004542	2358	2	4,774.00	10138	Human Services

1.4. Re-enter the current appointment details such as Term, Session, and Appointment Type.

Term	Session	*Appt Type
2243	1	006

1.5. Note that you may see a pop-up indicating that this appointment already exists. Click Yes to continue.

Message

An appt for this EE already exists in History table, continue processing? (25115,11)

History details:

EmplId:	1_____
Empl Rcd:	0
Appt Number:	500000179
EffDt:	2024-01-16
EffSeq:	0
Submitted By:	50_____
Submitted Date:	2023-12-13-11.09.11.000000

[Yes]   [No]

1.6. In the Adjust column, select Early Term.

1.7. Change the End Date to the last day that the faculty is doing the lesser amount of WTUs.

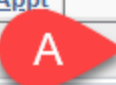⚠️ Do NOT change the Multi Term Date.

1.8. In the Other Action column, select No Change.

💡 Notice that when you select No Change, the other fields in the appointment are grayed out. This is why you need to complete the changes to the Adjust column and End Date prior to selecting the Other Action.

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Other Action	Adjust	EffDt	End Dt	*Multi Term Date
No Change	Early Term	01/16/2024	03/31/2024	05/24/2024

1.9. Place a checkmark in the Ready? column. Then click the plus sign button to add a new appointment row for this same employee.

Unconditional	REH Annuit	Diff Appt	Ready?	
☐	☐	A	☑	+ B

1.10. If the appointment details are not automatically added for the second appointment row, add the Term, Session, and Appointment Type.

Term	Session	*Appt Type
2243	1	006
2243	1	006

1.11. In the Adjust column, select Late Start.

Other Action	Adjust
No Change	Early Term
Revision	Late Start

Early Term
Late Start
None
Other

ve for later   Sav

1.12. Change the Effective Date to the first day that the faculty will

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start teaching the increased units.

⚠️ Do NOT change the Multi Term Date.

1.13. In the WTU column, enter the TOTAL WTU the faculty will be teaching for the rest of the semester.

1.14. Click on Addl Data.

1.15. At the end of the row, enter a comment indicating that this is a mid-semester timebase change.

> ℹ️ Comments will be saved within the workflow until the appointment is processed.

Item 215	Comments	Ready?	
	Mid-semester timebase change	☐	➕

1.16. Click on the Appt Data tab to go back to the appointment details.

Data Entry (Lecturer Group)

Appt Data	Addl Data	Appt Log	📧▶
	*Empl ID	Empl Rcd	Eff Seq	Name

1.17. The new appointment row should already have the Ready? column checked. If not, make sure that both lines have the box checked.

Unconditional	REH Annuit	Diff Appt	Ready?	
☐	☐	☐	☑	➕
☐	☐	☐	☑	➕

1.18. Click Save & Submit to submit both appointment rows for approval.

1.19. You will see a window indicating if there are any rows with errors and how many rows were successfully submitted without errors. Click OK.

☐ **2. The Reviewer must review/approve both appointment rows.**

[The TAE reviewer will need to review and approve both appointment rows.](#)

💡 Each department/college may have a different business process, but generally you will need to notify your department/college HR analyst that there are TAE appointments for them to review.

☐ **3. The appointment rows will continue through the rest of the approval workflow (MPP, Budget Review, Enrollment Review, Payroll) as applicable for the EE Group (appointment type).**

> 💡 View [TAE EE Groups and Workflows](#) to see which users/groups are part of the approval workflow for each EE Group.

[The MPP Approver will need to approve both appointment rows.](#)

☐ **4. The new appointment notice will include two documents since there are two appointment rows.**

The appointment notice will include two documents since there are two appointment rows, and it should look like the sample below when the faculty receives the appointment.

Need Help?

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

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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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