

Academic AAS/ASC/ASA

This document provides quick access to CHRS training materials for individuals that perform Temporary Academic Employment related administrative responsibilities. This includes unit 3 and unit 11. Additional role-specific resources are provided for administrative functions.

Workforce Administration

Job Aid [Learn how to Find Employees with CSU ID Search](#)

Job Aid [Learn how to Search Employee Job Data](#)

Temporary Academic Employment (Including Academic Student Employees (ISAs, GAs, and TAs))

Website [Faculty Affairs Webpage for CHRS Resources](#)

Job Aid Learn how to [Enter Appointment Data - Lecturers \(01\)](#)

Job Aid Learn how to [Enter Appointment Data - Counselors \(02\)](#)

Job Aid Learn how to [Enter Appointment Data - Librarians \(03\)](#)

Job Aid Learn how to [Enter Appointment Data - Coaches \(04\)](#)

Job Aid Learn how to [Enter Appointment Data - Summer \(05\)](#)

Job Aid Learn how to [Enter Appointment Data - Substitute Faculty \(06\)](#)

Job Aid Learn how to [Enter Appointment Data - Extension \(07\)](#)

Job Aid Learn how to [Enter Appointment Data - Additional Employment \(08\)](#)

Job Aid Learn how to [Enter Appointment Data - TA \(09\)](#)

Job Aid Learn how to [Enter Appointment Data - GA \(10\)](#)

Job Aid Learn how to [Enter Appointment Data - ISA \(11\)](#)

Job Aid Learn how to [Enter Appointment Data - TA Substitutes \(12\)](#)

Job Aid Learn how to [Enter Appointment Data - TA Summer \(13\)](#)

Job Aid Learn how to [Enter Appointment Data - Extension Non-Credit \(14\)](#)

Job Aid Learn how to [Approve TAE Appointment](#)

Job Aid Learn how to [View Approval Transaction Status](#)

Job Aid Learn how to [Revise a TAE Appointment \(Mid-Process Revision\)](#)

Job Aid Learn how to [Revise a TAE Appointment \(After Load to Job Revision\)](#)

Job Aid Learn how to [Cancel a TAE Appointment](#)

Report Learn how to [Run TAE Print Appointment Notification Report](#)

Report Learn how to [Run TAE Appointment Status Report](#)

Report Learn how to [Run TAE Notification Summary Report](#)

FAQ [TAE Frequently Asked Questions \(FAQ\)](#)

FAQ [TAE Troubleshooting Guide](#)