

Enter TAE Appointment Data – 16th Unit (020) Additional Employment

Overview

This job aid shows appointment data entry employees how to initiate temporary academic appointments for Additional Employment appointment type 020 – 16th unit payments.

- [Search for employees](#)
- [Optional: Add new Person](#)
- [Enter appointment data](#)
- [Entering Additional Employment – Quick Sheet](#)
- [Appointment editing guidelines](#)
- [Appendix: Other Actions](#)
- [Additional Employment \(AE\) Appointment – TAE Submission workflow](#)

Before you begin

You will need to:

- Know their employment status: Full-time, Part-time, or Rehired Annuitant (Ineligible).
- Know the position number (available options for your department will be listed)
- Know the dates, what semester will have the course overload
- Obtain approval from the Office of Faculty Affairs and/or Vice Provost of Faculty Success for the course overload (WTU above 15). Save to OneDrive.

You should be familiar with the following documents:

- [CFA CBA - Article 36 – Additional Employment](#)
- [CFA CBA – Article 20 – Workload](#)
- [Office of Faculty Affairs – Additional Employment Website](#)

Search for employees

Action	Information
1. Navigate to CSU TAE Appointment Data Entry	 Menu > CSU Temp Academic Employment > CSU TAE Appointment Data Entry.

Action	Information
<p>2. Enter search criteria for the employees that you want to retrieve.</p> <ul style="list-style-type: none"> - Business Unit (campus) - EE Group: 08 Additional Employment - Empl ID - Dept ID - Term - Job Code - Lookback Dt 	<div style="border: 1px solid black; padding: 5px;"> <p>Search Criteria</p> <p>Business Unit: SACST CSU SACRAMENTO *EE Group: 08 Additional Employment Empl ID: 100079537 Mickey Mouse Dept ID: []</p> <hr/> <p>Term: [] Job Code: [] Lookback Dt: 06/17/2019 [] Search</p> </div> <ul style="list-style-type: none"> • Verify that the Business Unit is correct • EE group is required. • Empl ID: Returns the last row in Job Data, regardless of lookback date limits. • Dept ID: Returns last Additional Employment row in Job Data under the Dept ID. • Term: Optional • Job Code: Optional • Lookback Dt.: This field is set by default to look back 18 months for employees. You can edit this date.
<p>Action 2 Notes:</p> <p>Only employees who are in Job Data are returned. Term & Job Code are not required fields but can be useful if looking for a particular term or appointment. Leaving the Empl ID field blank and keying a Dept ID will return all employees with Additional Employment appointments in Job Data under that Dept ID prior to the date in the Lookback Dt field. Leaving the Dept ID field blank and keying a Empl ID will return the most recent Additional Employment appoint rows for all Dept IDs.</p>	
<p>3. Click Search.</p>	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Search</div> <p>Employees are retrieved from Job Data. If an employee has worked multiple consecutive jobs, the most recent job is retrieved.</p>
<p>4. Review the results</p>	<p>Does your search return a row for the faculty you want to key?</p> <ul style="list-style-type: none"> • If not then you will add a new row via “Add new Person”. • If a data row is returned for the faculty you want to key you will need to review that row to determine if you will need to add a new row via “Add new Person” or use the returned row to enter the new appointment data.
<p>Action 4 Notes:</p> <p>If a data row for the faculty you want to key is returned, check the following:</p> <ul style="list-style-type: none"> • Is the returned row for an active appointment with dates that overlap with the semester term dates? • Is the Dept ID for that row different from the Dept ID you want to use? • Is the Job Code for the returned data row 2359? <ul style="list-style-type: none"> ○ If yes to any of the above you will need to add a new row via “Add new Person” ○ If no to all of the above you can use the returned row to enter the new appointment data. 	

Action	Information																																			
<p>5. Optional: Under the Empl Stat column you may click the status (Active, Terminated...) value for an employee to view an employee's work history.</p>	 <p>TF Job History</p> <p>Empl ID: <input type="text"/></p> <table border="1"> <thead> <tr> <th>Empl Rcd</th> <th>EffDt</th> <th>Eff Seq</th> <th>Position Nbr</th> <th>Business Unit</th> <th>Dept ID</th> <th>Dept Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0 10/26/2020</td> <td>0</td> <td>10003885</td> <td>FLCMP</td> <td>10067</td> <td>Counseling</td> </tr> <tr> <td>2</td> <td>1 10/26/2020</td> <td>0</td> <td>10004044</td> <td>FLCMP</td> <td>10067</td> <td>Counseling</td> </tr> <tr> <td>3</td> <td>2 04/29/2008</td> <td>0</td> <td>10007085</td> <td>FLCMP</td> <td>10283</td> <td>EE Ext Prgms-Professional Dev</td> </tr> <tr> <td>4</td> <td>3 08/01/2019</td> <td>0</td> <td>10007074</td> <td>FLCMP</td> <td>10311</td> <td>EE Deegree Programs-Social Ses</td> </tr> </tbody> </table>	Empl Rcd	EffDt	Eff Seq	Position Nbr	Business Unit	Dept ID	Dept Name	1	0 10/26/2020	0	10003885	FLCMP	10067	Counseling	2	1 10/26/2020	0	10004044	FLCMP	10067	Counseling	3	2 04/29/2008	0	10007085	FLCMP	10283	EE Ext Prgms-Professional Dev	4	3 08/01/2019	0	10007074	FLCMP	10311	EE Deegree Programs-Social Ses
Empl Rcd	EffDt	Eff Seq	Position Nbr	Business Unit	Dept ID	Dept Name																														
1	0 10/26/2020	0	10003885	FLCMP	10067	Counseling																														
2	1 10/26/2020	0	10004044	FLCMP	10067	Counseling																														
3	2 04/29/2008	0	10007085	FLCMP	10283	EE Ext Prgms-Professional Dev																														
4	3 08/01/2019	0	10007074	FLCMP	10311	EE Deegree Programs-Social Ses																														

Optional: Add new Person

If the employee is not in the search results, use this procedure to add an employee record. The employee must already have an Empl ID and SacLink email address.

Action	Information
<p>1. Click Add new Person.</p>	 <p>A new row is added to the page.</p>
<p>2. Click the magnifying glass next to Empl ID field to search for Empl ID by name.</p>	 <p>Continue to Enter appointment data once a new row has been added.</p>
<p>Action 2 Notes:</p> <p>The TAE Empl ID will be different from a faculty's Sac State Campus ID. The Empl ID populates the Name field. You cannot proceed if the faculty member does not have an EmplID or SacLink email.</p>	

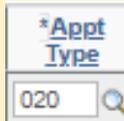
Enter appointment data

- Employee data rows stretch across the page. You must use the scroll bar to see the entire row. This procedure shows fields sequentially from the left to the right of the same row.
- When you select the appointment type, some of the fields change. Be sure to follow the instructions for the correct appointment type.

Action	Information
<p>1. Verify and update the Position Nbr field, if appropriate.</p>	<div data-bbox="565 573 734 688"> <p>*Position Nbr</p> <input type="text" value="10006468"/>  </div>
<p>Action 1 Notes:</p> <p>This field is generally updated if there are funding changes. If updating a row and the current position number is associated with another Dept ID <u>stop</u>, check this employee's other data rows. If none of the employee's rows are associated with the appropriate Dept ID a new row will need to be added via "Add new Person". Only active position numbers are allowed.</p> <p>You can use the magnifying glass next to the position number field to search for position numbers. Search via Dept ID using the Department field. Note that each position number is connected to a specific chart-string (fund source) and job code. If one does not exist for the fund source you need to use and have a 2403 job code a new Position Nbr will need to be created. Do so by following the Budget Office's current process for generating new position numbers.</p>	
Action	Information
<p>2. Verify the Job Code.</p>	<div data-bbox="565 1197 688 1312"> <p>Job Code</p> <input type="text" value="2403"/> </div> <p>The Job Code pulls from the position number.</p>
<p>Action 2 Notes:</p> <p>If faculty are taking on a course overload (WTU over 15) you would use a position number with job code 2403. Tenured/tenure-track faculty are not generally eligible for payment via additional employment process for course overloads.</p>	
<p>3. Verify and update the Grade, if appropriate.</p>	<div data-bbox="565 1564 669 1669"> <p>*Grade</p> <input type="text" value="0"/>  </div>
<p>Action 3 Notes:</p> <p>Grade will pull from the position number. If the Job Code is 2403 the Grade will always be 0.</p>	

Action	Information
--------	-------------

4. Click the magnifying glass next to the Appt Type field and select **Appt Type 020**



Action 4 Notes:

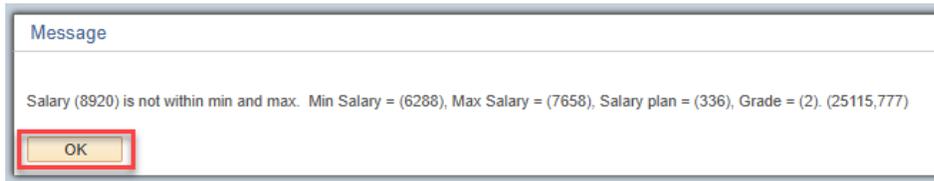
Appt. Type is required. For a 16th Unit (course overload) appointment select type 020. The faculty member must have an active 2358 appt in the same department for the AY Monthly Base Rt to auto-complete. If they do not contact your College Analyst for guidance.

5. Click the magnifying glass next to the **Term** field to select a semester term.

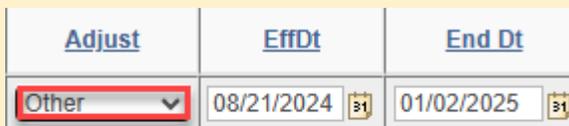


Action 5 Notes:

The Term value auto-completes the Effective Date and End date for the term chosen. A pop-up window similar to the one shown below will trigger. Click OK.

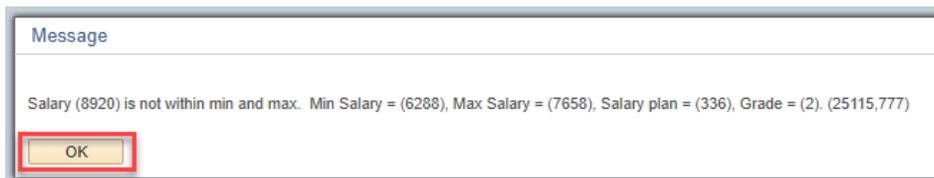


6. **Optional:** Select Other in the Adjust field if the 16th unit will not be worked the full term.

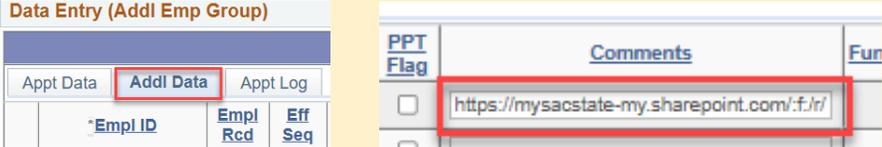


Action 6 Notes:

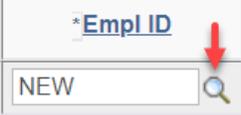
After selecting Other the EffDt and End Date fields become editable. Edit as needed. A pop-up window similar to the one shown below may trigger. Click OK.



Action	Information												
<p>7. Review the AY Monthly Base Rt field.</p>	<div data-bbox="560 306 717 432"> <p>AY Monthly Base Rt</p> <input type="text" value="6,000.00"/> </div>												
<p>Action 7 Notes:</p> <p>AY Monthly Base Rt will auto-complete if the faculty has an active 2358 appointment in the same Department (Dept. ID). If it does not contact your College Analyst for guidance.</p>													
<p>8. Enter the Weighted Teaching Units (WTU).</p>	<div data-bbox="560 680 773 821"> <p>*WTU</p> <input type="text" value="1.000000000"/> </div>												
<p>Action 8 Notes:</p> <p>You will be entering the WTU for the overage. The first 15 WTU should be included on their primary contract. A 16th unit would be entered as 1.0 WTU. Click the magnifying glass next to the WTU field to review acceptable WTU values.</p>													
<p>9. Restricted: Do not use the Assign Title (assignment title) or Project fields.</p>	<div data-bbox="560 1050 959 1171"> <table border="1"> <tr> <td>Assign Title</td> <td>Project</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> </div>	Assign Title	Project	<input type="text"/>	<input type="text"/>								
Assign Title	Project												
<input type="text"/>	<input type="text"/>												
<p>10. Review the Act Pay columns from January to December and the Sum Payment column.</p>	<table border="1"> <thead> <tr> <th>March Act Pay</th> <th>April Act Pay</th> <th>May Act Pay</th> <th>June Act Pay</th> <th>December Act Pay</th> <th>Sum Payment</th> </tr> </thead> <tbody> <tr> <td>256.80</td> <td>1,968.87</td> <td>1,968.87</td> <td>805.44</td> <td></td> <td>5,000.00</td> </tr> </tbody> </table>	March Act Pay	April Act Pay	May Act Pay	June Act Pay	December Act Pay	Sum Payment	256.80	1,968.87	1,968.87	805.44		5,000.00
March Act Pay	April Act Pay	May Act Pay	June Act Pay	December Act Pay	Sum Payment								
256.80	1,968.87	1,968.87	805.44		5,000.00								
<p>Action 10 Notes:</p> <p>Act Pay (Actual Pay) for each month is calculated from the base rate, WTU and the term's pay period. This amount is the gross payment amount and does not include tax and benefits deductions. Sum Payment is the overall gross payment amount.</p>													

Action	Information
<p>11. Restricted: Do not check the REH Annuit or Diff Appt fields.</p>	
<p>Action 11 Notes:</p> <p>Caution: Do not use the REH Annuit (Rehired Annuitant) or Diff Appt fields. Rehired Annuitants are ineligible for 16th unit appointments.</p>	
<p>12. Add a link to the additional employment support materials in the Comments field, located on the “Addl Data” tab.</p>	
<p>Action 12 Notes:</p> <p>Support materials should be saved in a shared OneDrive file. A link to this folder should be added to the comments section, which can be found on the “Addl Data” tab of the data entry screen. Support materials for 16th unit appointments must include the following:</p> <ul style="list-style-type: none"> • Approval – An email from the OFA Director or Vice Provost of Faculty Success approving the course overage • Reason – The reason for the course load overage • Amount – How many WTU the overage will be • Semester – The semester in which the course load overages will occur. <p>A common format for these support materials is the email chain in which all details of the overage are discussed and approval from the OFA Director or Vice Provost of Faculty Success is given.</p>	
<p>14. Select Ready if the entire row is correct and ready for processing.</p>	
<p>15. Click Save & Submit or Save for Later</p>	
<p>Action 15 Notes:</p> <p>If you click Save & Submit a pop-up box will appear informing you of the total number of rows that were successfully submitted. It will also include any errors you may need to correct for those that did not. You will need to correct these errors before attempting to resubmit. If you click Save for Later you can return to complete or update rows at a future date.</p>	

Entering Additional Employment (16th Unit) – Quick Sheet

Action	Information								
<p>1. Navigate to CSU TAE Appointment Data Entry</p>	 Menu > CSU Temp Academic Employment > CSU TAE Appointment Data Entry.								
<p>2. Enter search criteria for the employees that you want to retrieve via EE Group 08 and Dept ID and/or Empl ID.</p>									
<p>3. Click Search.</p>									
<p>4. Review the results</p>	<p>If the faculty whose appointment you are attempting to key does not appear in the search results, or they do and; the job code is not 2403, you need to use a different Dept ID, or the returned row is for an active appointment with dates that overlap with the semester term dates, add a new row by clicking "Add new Person". Otherwise use the returned row to key the new appointment.</p> <p>Click -  and use  to add a new row.</p>								
<p>5. Add or update the Position Nbr field, if appropriate.</p>	<p></p>								
<p>6. Verify the Job Code.</p>	<p> For 16th unit appointments the job code will always be 2403.</p>								
<p>7. Verify and update the Grade, if appropriate.</p>	<p> For the 2403 Job Code the Grade will always be 0.</p>								
<p>8. Click the magnifying glass next to the Appt Type field and select Appt Type 020</p>	<p></p>								
<p>9. Click the magnifying glass next to the Term field to select a semester term.</p>	<table border="1" data-bbox="565 1703 1117 1808"> <thead> <tr> <th>Term</th> <th>Session</th> <th>EffDt</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>2223</td> <td>1</td> <td>01/18/2022</td> <td>05/27/2022</td> </tr> </tbody> </table> <p>Effectuated dates will auto-complete based on term entered.</p>	Term	Session	EffDt	End Date	2223	1	01/18/2022	05/27/2022
Term	Session	EffDt	End Date						
2223	1	01/18/2022	05/27/2022						

<p>10. Optional: Select Other in the Adjust field if the 16th unit will not be worked the full term.</p>	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Adjust</th> <th style="text-align: center;">EffDt</th> <th style="text-align: center;">End Dt</th> </tr> <tr> <td style="text-align: center;">Other</td> <td style="text-align: center;">08/21/2024</td> <td style="text-align: center;">01/02/2025</td> </tr> </table> </div> <div style="text-align: right;"> <p>The EffDt and End Dt fields will become editable. Edit as needed.</p> </div> </div> 	Adjust	EffDt	End Dt	Other	08/21/2024	01/02/2025										
Adjust	EffDt	End Dt															
Other	08/21/2024	01/02/2025															
<p>11. Review the AY Monthly Base Rt field.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">AY Monthly Base Rt</th> </tr> <tr> <td style="text-align: center;">6,000.00</td> </tr> </table> <p>AY Monthly Base Rt will auto-complete if the faculty has an active 2358 appointment in the same Department (Dept. ID). If it does not contact your College Analyst for guidance</p> </div>	AY Monthly Base Rt	6,000.00														
AY Monthly Base Rt																	
6,000.00																	
<p>12. Enter the Weighted Teaching Units (WTU).</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">*WTU</th> </tr> <tr> <td style="text-align: center;">1.000000000</td> </tr> </table> <p>Enter the WTU overage amount.</p> </div>	*WTU	1.000000000														
*WTU																	
1.000000000																	
<p>13. Restricted: Do not use the Assign Title or Project fields.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Assign Title</th> <th style="text-align: center;">Project</th> </tr> <tr> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> </tr> </table> </div>	Assign Title	Project	<input type="text"/>	<input type="text"/>												
Assign Title	Project																
<input type="text"/>	<input type="text"/>																
<p>14. Review the Act Pay columns from January to December and the Sum Payment column.</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th style="text-align: left;">January Act Pay</th> <th style="text-align: left;">February Act Pay</th> <th style="text-align: left;">March Act Pay</th> <th style="text-align: left;">April Act Pay</th> <th style="text-align: left;">May Act Pay</th> <th style="text-align: left;">June Act Pay</th> <th style="text-align: left;">December Act Pay</th> </tr> <tr> <td></td> <td></td> <td>256.80</td> <td>1,968.87</td> <td>1,968.87</td> <td>805.44</td> <td></td> </tr> </table> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Sum Payment</th> </tr> <tr> <td style="text-align: center;">5,000.00</td> </tr> </table> </div>	January Act Pay	February Act Pay	March Act Pay	April Act Pay	May Act Pay	June Act Pay	December Act Pay			256.80	1,968.87	1,968.87	805.44		Sum Payment	5,000.00
January Act Pay	February Act Pay	March Act Pay	April Act Pay	May Act Pay	June Act Pay	December Act Pay											
		256.80	1,968.87	1,968.87	805.44												
Sum Payment																	
5,000.00																	
<p>15. Restricted: Do not check the REH Annuit or Diff Appt fields.</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <table border="1" style="border-collapse: collapse;"> <tr> <th style="text-align: center;">REH Annuit</th> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> </div> <div style="text-align: center;"> <table border="1" style="border-collapse: collapse;"> <tr> <th style="text-align: center;">Diff Appt</th> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> </div> <div style="text-align: right;"> <p>Do not use the REH Annuit (Rehired Annuitant) or Diff Appt fields. Rehired Annuitants are ineligible for 16th unit appointments.</p> </div> </div>	REH Annuit	<input type="checkbox"/>	Diff Appt	<input type="checkbox"/>												
REH Annuit																	
<input type="checkbox"/>																	
Diff Appt																	
<input type="checkbox"/>																	
<p>16. Add a link to the additional employment support materials in the Comments field, located on the "Addl Data" tab.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">215</th> <th style="text-align: left;">PPT Flag</th> <th style="text-align: left;">Comments</th> <th style="text-align: left;">Func</th> </tr> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="border: 2px solid red;">https://mysacstate-my.sharepoint.com/:f/tr/</td> <td></td> </tr> </table> <p>The support materials should include an email chain containing justification and approval from OFA for the overage.</p>	215	PPT Flag	Comments	Func		<input type="checkbox"/>	https://mysacstate-my.sharepoint.com/:f/tr/									
215	PPT Flag	Comments	Func														
	<input type="checkbox"/>	https://mysacstate-my.sharepoint.com/:f/tr/															
<p>17. Select Ready if the entire row is correct and ready for processing.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Ready?</th> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table> </div>	Ready?	<input checked="" type="checkbox"/>														
Ready?																	
<input checked="" type="checkbox"/>																	
<p>18. Click Save & Submit or Save for Later</p>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 2px solid red; padding: 5px;">Save for later</td> <td style="border: 2px solid red; padding: 5px;">Save & Submit</td> </tr> </table> </div>	Save for later	Save & Submit														
Save for later	Save & Submit																

Additional Employment Appointment - Editing guidelines

Use these guidelines when you enter Additional Employment data within 08 EE group.

If you need to...	Do this...	Result
<p>Enter an appointment for an employee who is in search results if the following is true; the Dept ID and Job Code is not changing <u>and</u> the effective dates for the new appointment do not overlap with a current appointment.</p>	<ul style="list-style-type: none"> • After finding the individual within your department, edit the existing row for that employee via Enter appointment data. 	<ul style="list-style-type: none"> • Approval workflow begins • If approved, appointment notification sent • Appointment entered into Job Data
<p>Enter an appointment for an employee who is not in the search results by adding a new row if the following is true; The Dept ID or the Job Code is changing, or effective dates for the new appointment overlap with a current appointment.</p>	<ul style="list-style-type: none"> • Optional: Add new Person • Edit the new row for that employee 	<ul style="list-style-type: none"> • Approval workflow begins • If approved, appointment notification sent • Appointment entered into Job Data
<p>Revise an existing appointment. Example:</p> <ul style="list-style-type: none"> • Increase or decrease compensation amount • Change end date of appointment • Update faculty workload for project 	<ul style="list-style-type: none"> • Enter the Appt Type and EffDt to retrieve an existing row • Edit the existing row for that employee • Click Yes to disregard the warning that the term already exists in the history table • Other Action field defaults to Revision 	<ul style="list-style-type: none"> • Approval workflow begins • If approved, appointment notification sent • If revisions approved, a new REVISED appointment notification is generated • Appointment entered into Job Data
<ul style="list-style-type: none"> • Cancel an existing appointment after it is loaded to Job Data 	<ul style="list-style-type: none"> • Contact OFA if you need to cancel an appointment. 	<ul style="list-style-type: none"> • Approval workflow begins • If cancellation approved, Cancellation notification is generated. • Job is canceled in Job Data.

Appendix: Other Actions relevant to Additional Employment appointments.

This appendix explains the Other Actions menu choices relevant to Additional Employment (EE Group 08)

Action	What it does
Canceled	<ul style="list-style-type: none">• Used to cancel an appointment either in the middle of the approval process or after the transaction has been loaded to job.• This action sends a notification to the employee and adds a canceled row to job data.• Contact OFA if you need to cancel an appointment.
Revision	<ul style="list-style-type: none">• Used to update an appointment either in the middle of the approval process or after the transaction has been loaded to Job Data.• This action sends a notification to the employee.• Adds a DTA/CNR to Job Data.

Additional Employment (AE) Appointment – TAE Submission workflow

