Academic AAS/ASC/ASA *Quick Links*

This document provides quick access to CHRS training materials for individuals that perform academic related administrative responsibilities. This includes unit 3 and unit 11. Please also refer to the "Staff/MPP" quick links guide for information related to employee self-service functions. Attendance clerks should also refer to the "Attendance Clerks" quick links guide for information about Absence Management functions.

ROLE-BASED ADMINISTRATIVE USERS

Workforce Administration

Job Aid	Learn how to Find Employees with CSU ID Search
Job Aid	Learn how to Search Employee Job Data
Process Guide	Learn how to Transactional Front End (TFE) Reports To Updates on Positions

Position Management

Process Guide	Learn how to View Position Data in CHRS
Resource	Position Funding Report
Process Guide	Learn how to use the Position Funding Report

Temporary Academic Employment

Website	FAAF TAE Resources page
Job Aid	Learn how to Enter Appt Data - Lecturers (01)
Job Aid	Learn how to Enter TAE Appointment Data - Counselors (02)
Job Aid	Learn how to Enter Appt Data - Librarians (03)
Job Aid	Learn how to Enter TAE Appointment Data - Coaches (04)
Job Aid	Learn how to Enter Appt Data - Summer (05)
Job Aid	Learn how to Enter Appt Data - Substitute Faculty (06)
Job Aid	Learn how to Enter TAE Appointment Data - Extension (07)
Job Aid	Learn how to Enter TAE Appointment Data - Additional Employment (08)
Job Aid	Learn how to Enter Appt Data - TA (09)
Job Aid	Learn how to Enter Appt Data - GA (10)
Job Aid	Learn how to Enter Appt Data - ISA (11)
Job Aid	Learn how to Cancel TAE Appointment
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 Approve TAE Appointments
Job Aid	Learn how to Run TAE Print Appointment Notification Report
Job Aid	Learn how to Run TAE Appointment Status Report
Job Aid	Learn how to Run TAE Notification Summary Report
Job Aid	Learn how to View Approval Transaction Status
FAQ	Review the TAE Frequently Asked Questions (FAQ)
User Guide	Learn TAE Troubleshooting Guide