

# Temporary Academic Employment (TAE): Action/Action Reason

When reviewing and approving TAE transactions, please use the following examples as your guide:

- DTA/CNR – continuing appointment (no break in service) with no change to wtu or timebase. “**No Change**” must be selected in the column titled “*Other Action*” on the Appt Data tab.
- DTA/CNR – “**Revision**” is in the Other Action field. A clear but concise comment of what was revised for the appointment.
- DTA/APT – previous appointment expired and there is no break in service (i.e. – begin fall, continue in spring with a May end date).
- REH/REH – there is a break in service (termination) from a prior term (i.e. – hired fall 2023, terminated spring 2024, returning spring 2025).
  - NOTE: Please ensure the appropriate salary and grade are entered.
  - If terminated for a year or greater, the employee must complete sign-in process with Payroll and Data Services.
- PAY/TBC – is used for an existing appointment (1 year or 3 year) and the timebase is increased or decreased from the prior term. (i.e. – began a 3 year appointment fall 2024 and taught 9 units. Spring 2025, the employee will teach 6 units (decrease) in an existing appointment).
  - NOTE: Please ensure the entry is a **true** timebase change as described above.

# Temporary Academic Employment (TAE) Action/Action Reason Continue

- HIR/CON – has an existing record – active or inactive in CHRS in another department.
  - NOTE: If the other record (appointment) was a previous student employment, may need a new sign in with payroll.
- HIR/APT – New to the CSU Fullerton. No other appointment/record exists for our campus in CHRS.
  - NOTE: New hire must complete the sign-in process no later than 3 days after the start of their appointment in order for Payroll and Data Services to process timely.
- SWB/TOW – places faculty who are in a 1 year or 3 year entitlement on short work break (SWB) Temporary Off Work (TOW) for the semester or academic year when the employee chooses not to work and is not on an approved leave of absence.
  - NOTE: A Notice of Separation (NOS) is required if the faculty member does not return after the end of the appointment (i.e. 3 year appointment ends spring 2025, faculty member does not plan to return fall 2025, a NOS is required).
  - NOTE: For 1 year entitlements, an NOS is also required if the employee does not plan to return the following fall semester. (i.e. 1 year entitlement fall 2024, SWB spring 2025. Faculty will not return. Please submit the NOS as soon as possible).
- RTW/TOW – Use faculty returns from a short work break within their 3 year appointment. (This code is not applicable to 1 year entitlements).