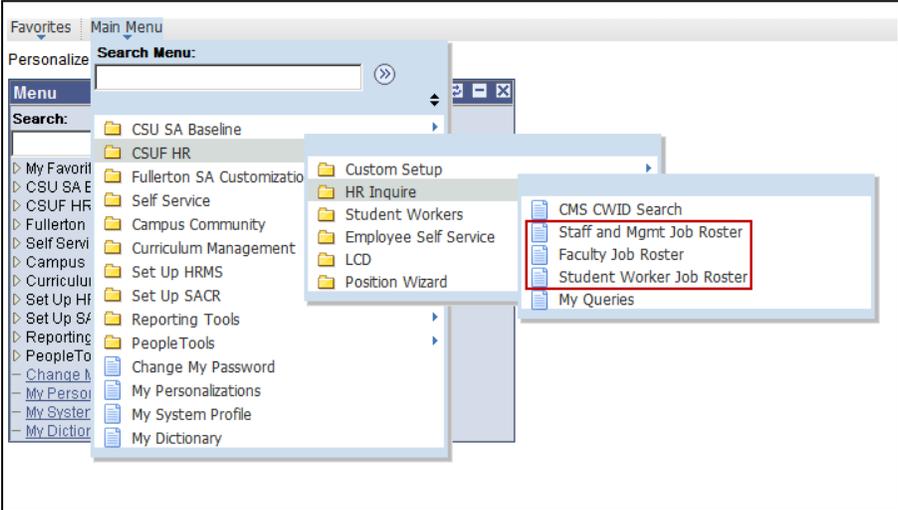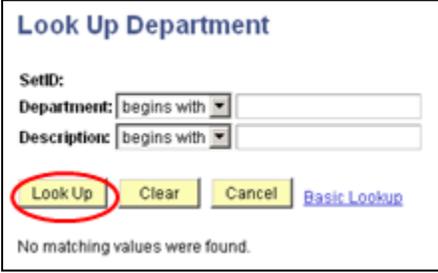| Processing Steps	Screen Shots
Step 1: Navigate to the correct CMS page: Main Menu > CSUF_HR > Inquire > Job Roster. You may navigate to the appropriate link using the menu list on the left or the navigation menu at the top of the screen. *Depending on your security access, you may see one, two or all three of the roster links.	
Step 2: Once you have selected Faculty, Staff/Mgmt or Student Roster, the data will appear.	
Step 2a: If you have security access to multiple departments, you will be required to search and select the department that you would like to display. To select a department, click the magnifying glass icon (🔍).	

Processing Steps	Screen Shots
Step 2b: On the Look Up Department page, then click **Look Up** for a list of your departments.	**Look Up Department** SetID: Department: begins with ▼ [ ] Description: begins with ▼ [ ] [Look Up] [Clear] [Cancel] Basic Lookup No matching values were found.
Step 3: The telephone field is a hyperlink. Click Telephone. All phone numbers on file from the employee in CMS will be displayed. Click Return to Staff/Management Roster returns you to the roster. 📝 Phone numbers are updated and maintained by the employee online via the portal if they choose to do so.	**Name:** Rivers,Joan J **EmplID:** 800100646 | Phone	Customize | Find | 🏢	First ◀ 1-2 of 2 ▶ Last
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*Phone Type	EmplID	Telephone
Home ▼	800100646	714/555-1515
On-Campus ▼	800100646	714/555-1000	 Return to Staff/ Management Roster

The following table lists CMS field names and their definitions used throughout this guide.

Field:	Definition:
Department	This field displays the department number and department name that the person was appointed into.
Name	This field displays the employee's name as Last,First Middle.
EmplID	This is the Campus Wide Id number for the employee.
Empl Rcd #	This field contains the employment record number. Employment Record Numbers uniquely identify job records in the event an employee holds two or more jobs concurrently. Each additional job held concurrently with the initial job is assigned the next sequential employment record number.
Telephone Link	This link takes you to the phone page where the home phone and other phone numbers for the employee can be recorded.
Position Number	Identifies the CMS position that the employee occupies. Unlike the SCO position number, the CMS position number has no meaning behind it. It is a randomly generated eight digit number that has data elements attached to it which define an appointment for a person.
CSU Unit	This field contains the number used to separate documents, such as paychecks, produced by the SCO PIMS System.
Job Code	Identifies the job classification of the employee.
CSU Serial	The serial is derived from the CMS Empl Record number. The format is empl Record number + 001 (e.g. if empl record is 1, then serial number is 002).
FTE	This field contains the calculated percentage of standard hours the employee works per work period based on the job code definition of standard hours per work period.
Union Code	For represented employees, this field identifies the union and MOU under which the employee has been appointed. For non-represented employees, Union Code is used to distinguish between executive, management, excluded, or confidential appointments.
Salary Grade	Identifies the alternate salary grade of the employee's classification when the Job Code has more than one range.
Empl Class	This field defines the type of appointment for this job record i.e. Regular, FERP, etc…
Appointment End Date	The date that a temporary appointment expires and is reflected as the Close of Business. For temporary employees appointed to academic year assignments, Appointment End Date must denote the last date of the semester or academic year, in accordance with the CSUF's academic calendar.
Base Rate	This is the rate that the employee is paid based upon a 1.0 timebase. The value entered here, multiplied by the FTE, determine the actual compensation rate.
Comp Rate	This reflects the actual salary the employee is paid during a non-furlough year. The actual compensation rate amount is generated based on the Base Rate and FTE.
WTU Accumulation	This field displays the current weighted teaching unit accumulation for a temporary faculty appointment within the department that is being viewed.
Furlough Actual Salary	This reflects the actual salary the employee is paid while the furlough is in effect during FY 09-10.
Supervisor Name	This is the supervisor of the employee. For faculty this the department chair of the department that they are appointed to.