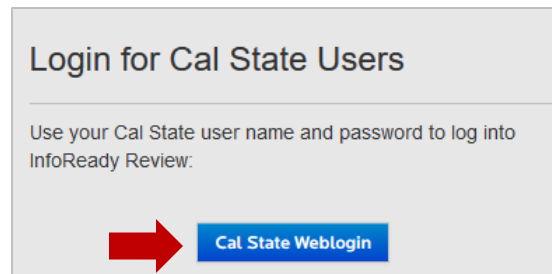
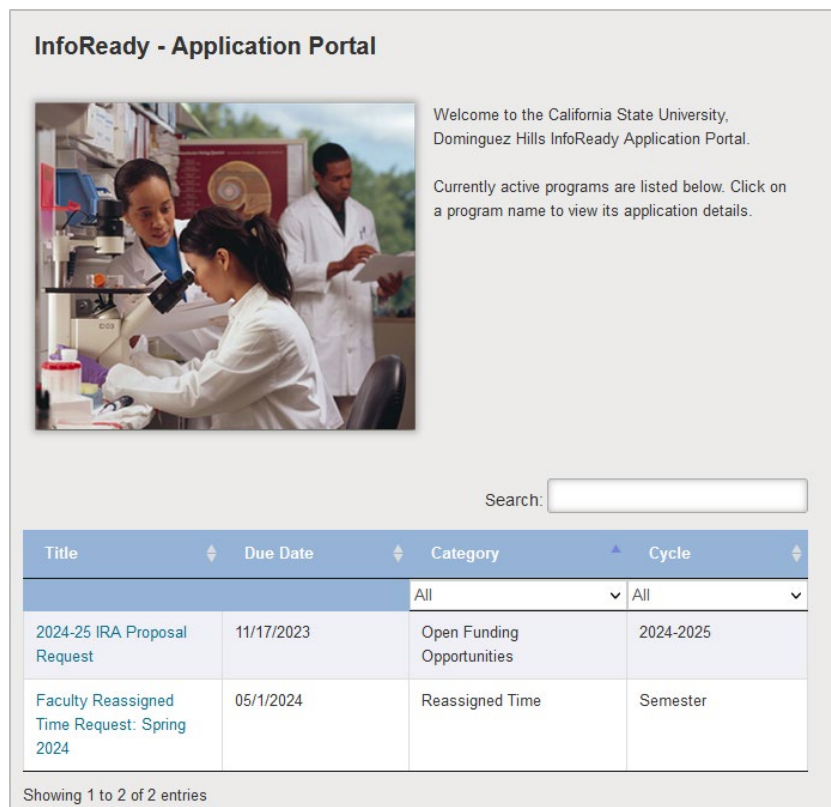


Submitting Reassigned Time Requests Using InfoReady

1. Access the main CSUDH InfoReady Application Portal landing page at: <https://csudh.infoready4.com/>
[Click here](#) to learn how to add InfoReady as a quick link to your MyCSUDH for easy access.
2. Click on Cal State Weblogin icon and enter your campus login credentials. You will be prompted to approve the Duo multi-factor authentication.



3. Once logged in, you will see the listing of active DH applications/programs.



InfoReady - Application Portal

Welcome to the California State University, Dominguez Hills InfoReady Application Portal.

Currently active programs are listed below. Click on a program name to view its application details.

Search:

Title	Due Date	Category	Cycle
		All	All
2024-25 IRA Proposal Request	11/17/2023	Open Funding Opportunities	2024-2025
Faculty Reassigned Time Request: Spring 2024	05/1/2024	Reassigned Time	Semester

Showing 1 to 2 of 2 entries

4. Click on Faculty Reassigned Time Request link from the list.
5. Click on the Submit Request for Reassigned Time button on the right side of the page.



Submit Request for Reassigned Time

6. You can now begin filling out the online application for the reassigned time request. Below are the questions that are part of the application.

- a. Faculty First and Last Name
- b. Employee ID [Text Input]
- c. Faculty Status [Dropdown list]

Select...

Tenured/Tenure Track

Librarian

Lecturer

- d. Faculty Department [Dropdown list]
Select the faculty member's home department.
- e. Faculty College [Dropdown list]
Select the faculty member's home college.
- f. Assigned Type Code [Dropdown list]

Select...

IAF- Instructional Administrative Function

OSF- Other Support Fraction

Note: Only the IAF – Instructional Administrative function and OSF – Other Support Fraction are options for assign type.

- g. Assign Type Reason [Dropdown List]

Depending on your Assign Type selection, you will be prompted to select the appropriate Assign Type Reason for the reassignment. See next page:

Assign Type Reason (IAF)
Refer to DH Assign Time Definitio

Select...

- Department Chair, 12 Month
- Department Chair, Acad Year
- Univ, Other (Prod Mgr, etc)

Assign Type Reason (OSF)
Refer to DH Assign Time Definitio

Select...

- GF-Non Instructional
- Grant or Research (Non-GF)

h. Workload Description Category [Dropdown list]

Depending on your Assign Type Code and Reason selections, you will be prompted to select from the category that best describes the type of work being performed as part of this reassignment.

i. WTUs Total [Text Input]

Enter the # of WTUs being requested for this assignment.

j. Funding Source [Dropdown list below]

Select the department/entity that will fund this activity. If this is an activity related to a grant handled by Toro Auxiliaries, you will be prompted to enter the TAP account number.

k. Assignment Project/Description [Text Input]

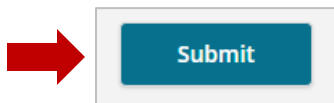
l. Upload Supporting Email or Documentation (if applicable) [File upload]

m. Provide email addresses of any others you would like to be included in notifications related to the application being submitted.

n. Submitted By First and Last Name (this will be pre-populated by the system)

o. Click on the Preview button. This allows for an opportunity to review all the information that was entered for accuracy prior to submitting.

p. Click the Submit button once you have confirmed all information is accurate.



7. Once you submit the application, Central AA staff will accept the application (or reject if information is missing or inaccurate) and initiate the approval routing workflow below:

Funding Approval -> Faculty Acknowledgement-> Department Chair Approval -> Dean Approval -> ARM Approval

8. Once all routing steps have been approved, Central AA staff will “Award” your request and a notification will be sent out to the requestor and anyone else included in the “Additional Email Addresses for Notifications” section.
9. ARM, or whoever is assigned this task at the college level, should enter the awarded assign time into the Term Workload page in PeopleSoft CS.

Note: The next phase in the implementation of InfoReady includes inbound and outbound data feeds from/to PeopleSoft. This means that the Term Workload page on PeopleSoft will auto-populate overnight for all “awarded” applications. This is expected to take place in fall 2024 after piloting the Reassign Time process in InfoReady for Spring 2024.

Questions?

Reach out to one the following Provost Office staff below or send an email to aareassigntime@csudh.edu.

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