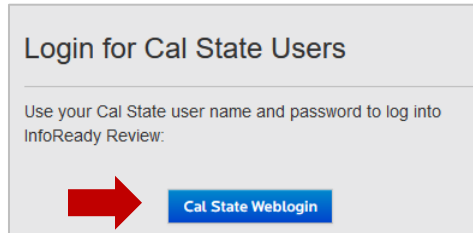


# Submitting Reassigned Time Requests Using InfoReady

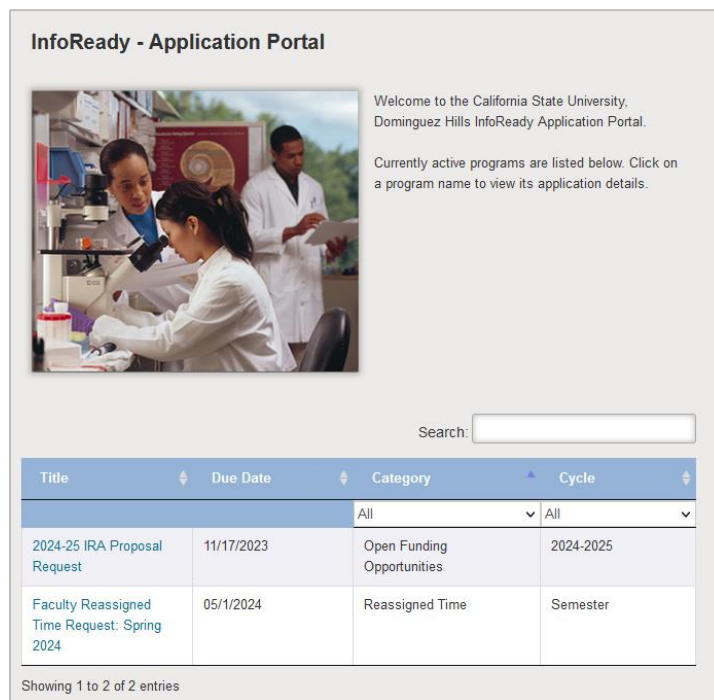
1. Access the main [CSUDH InfoReady Application Portal](#) landing page.

[Click here](#) to learn how to add InfoReady as a quick link to your MyCSUDH for easy access.

2. Go to “Login for Cal State Users”, click on the blue “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
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 Reassigned Time Request button.

Please note that the system will prepopulate identifying user profile faculty information (name, EMPID, status, & APDB Dept ID) automatically based on your InfoReady user account. The user account information is linked to Peoplesoft.

Applications should only be submitted in two ways:

- 1) Faculty members submit requests themselves using their InfoReady account.
- 2) A proxy can submit a request on behalf of a faculty member. Faculty can assign proxies to their account so that other individuals can submit requests on their behalf. Follow these instructions to add a proxy to your account: [Adding Proxies to My Account](#).

If you are a proxy submitting on behalf of a faculty member, you will need to click on the “Submit Reassigned Time Request as Proxy” tab/button at the top or bottom of the CSUDH Faculty Reassigned Time landing page.

Note: If you need assistance assigning proxies to your account or are a staff member needing to be added as a proxy for specific faculty, please contact Claudia M. Orozco or Cynthia Napoles.



InfoReady will display a list of faculty members for whom you are a proxy. Choose the faculty member you wish to submit a request for from the dropdown menu. The system will automatically fill in the faculty's identifying information, including name, EMPID, status, and APDB Dept ID.



You can proceed with entering the rest of the application.

6. Below are the questions that are part of the application. Some fields will auto-fill with the faculty user profile information.

- 1) Faculty First and Last Name [Auto-filled from your user profile]
- 2) Employee ID [Auto-filled from your user profile]
- 3) Faculty Status [Auto-filled from your user profile]
- 4) Faculty College [Dropdown list]

Select faculty member's home college.

5) APDB Department ID [Auto-filled from your user profile]

6) Summary of Reassigned Time [text input]

Provide a short summary of assignment in three words or less followed the number of WTUs. (ie. Faculty Advising Fellow, 3 WTUs.)

Note: If this information is not entered as indicated, the application will be returned to the requestor for correction.

7) Assigned Type Code [Dropdown list]

Select from the Instructional Administrative Function (IAF) and Other Support Fraction (OSF) assign type options. Refer to [CSUDH Assign Time Definitions](#) for reference.

8) Weighted Teaching Units (WTU) [text input]

Enter the number of WTUs to be reassigned for the activity.

9) Funding Source [Dropdown list below]

Select the department/entity that will fund this activity. If this is an activity related to a grant or account handled by Toro Auxiliary Partners, you will be prompted to enter the TAP account number, Grant or Philanthropic Account Name, and Grant PI Name (if applicable).

10) Reassignment Time Description of Duties [Text Input]

Provide summary description of work to be performed for this reassigned time.

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

12) Provide email addresses of any others you would like to be included in notifications related to the application being submitted. If submitting by proxy, please include your email if you wish to receive notifications.



Thank you for submitting the CSUDH Faculty Reassigned Time: Fall 2024 application for Sabbatical Leave, 12 WTUs. An Administrator will now evaluate your application.

13) Click on the Preview button.

Allows for an opportunity to review all the information that was entered for accuracy prior to submitting.

- 14) Click the Submit button once you have confirmed all information is accurate.
7. Once you submit the application, InfoReady will accept the application. Central AA staff will review the application before initiating the approval routing workflow below:
- Funding Approval -> 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.
9. Once awarded, the Term Workload page in PeopleSoft CS will get automatically populated through InfoReady outbound daily feed.

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## Questions?

Reach out to one the following Provost Office staff below:

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