Using InfoReady for Faculty Reassigned Time

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JULY 2024
What is Reassigned Time?

- Workload units given to faculty to work in activities other than teaching.
  - FT Faculty Total Workload = 15 units (12 units of teaching and 3 of service)

- Faculty are often given assignments that fall outside of their scope of teaching. When this happens, their workload must be adjusted. This means their teaching workload gets reduced to accommodate for the reassigned time.
  - Reassigned time may be college funded, other university entities, or funded externally.
  - PT faculty are hired to teach the courses that otherwise would have been taught by the FT faculty member.

- The department sponsoring the reassigned time reimburses the college at the CSU buyout rate for the number of units/WTUs the faculty is being provided reassigned time for.
  - The Course Buyout is based on the Minimum Annual Rate for Assistant Professor/Lecturer B (Academic Year) guided by the Chancellor's Office salary schedule.
    - 1 course buyout = 3 units ($7,110)
    - Full buyout = 12 units ($28,440)
Previous Process

- Faculty Reassigned Time Contract (pdf file) had to be filled out and routed for signatures.
- Difficulty filling out the form & selecting appropriate assign type categories.
  - Resulted in assign type codes/reasons/funding sources being inaccurate/inconsistent.
  - Selections were due to individual interpretations.
- Data would then need to be manually entered by the Academic Resource Manager into the Term Workload page in PeopleSoft CS for each faculty.
  - Resulted in reassign time not being entered causing faculty workload to not align with HR records (timebase).
  - Inaccurate Data
### New Process

- **Real paperless approach to request and record faculty reassigned time using InfoReady system.**
- **InfoReady allows for a true digital workflow and has functionality for data feed with PeopleSoft CS.**
  - Once a reassigned time request is approved, it will automatically populate the Term Workload page for the faculty instead of the ARMs having to manually enter it. Helps eliminates potential delays and room for error.
- **New campus Assign Time Codes and Definitions to simplify the way data is entered and for cleaner data reporting.**
- **Data in PeopleSoft CS (Faculty Term Workload) should now align with PeopleSoft HR (position/timebase).**

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#### Assign Time Definitions

<table>
<thead>
<tr>
<th>Assign Type</th>
<th>Code Description</th>
<th>Definition</th>
<th>Workload Category/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IAP</td>
<td>Instructional</td>
<td>Workload directly involved with Instructional activities (teaching) that is supported by the state instructional administrative budget.</td>
<td>Teaching Assignments</td>
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<tr>
<td></td>
<td>Faculty Pension</td>
<td></td>
<td>Note: Because teaching is the default assignment for faculty, it doesn’t appear as an option on the Reassigned Time Request form in InfoReady. Teaching workload is automatically populated directly from the schedule of classes.</td>
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<tr>
<td>IAP</td>
<td>Instructional</td>
<td>Workload which indicates the share of a faculty member’s individual department assignment for administrative duties that is supported by the state instructional administrative budget.</td>
<td>Dept Chair (AY)</td>
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<td></td>
<td>Administrative</td>
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<td>Chair (12-month)</td>
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<td></td>
<td>Function</td>
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<td>Fieldbook Coordinator</td>
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<td>Graduate Coordinator/ Dean</td>
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<td>Leave of Absence</td>
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<td>Program Coordinator</td>
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<td>Sabbatical Leave</td>
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<td>OSF</td>
<td>Other Support</td>
<td>Workload which indicates the share of a faculty person’s individual department appointment that is supported by state funding other than the instructional or administrative support budgets.</td>
<td>Internally Funded (IF) and Limited to</td>
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<td>Position</td>
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<td>Accreditation Responsibilities</td>
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<td>Advising</td>
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<td>CFA Representative</td>
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<td>Committee Assignment</td>
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<td>Director Duties, Other</td>
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<td>Exceptional Levels of Service</td>
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<td>Faculty Mentoring/Partnership</td>
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<td>Graduate Council Chair</td>
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<td>IRB Chair</td>
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<td>Large Sections/Excessive Enrollments</td>
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<td>New TTF Faculty Preparation (Years 1 &amp; 2)</td>
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<td>Program Review Chair</td>
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<td>RSCA Award</td>
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<td>Senate</td>
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<td>Special Projects</td>
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<td>Internally Funded</td>
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<td>External Grant (EAP)</td>
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<td>Philanthropic Activities (IAP)</td>
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Reassigned Time InfoReady Steps

**Step 1**
- Submit Reassigned Time Request in InfoReady.
- Requests should be submitted by faculty member. If someone other than the faculty member needs to submit the request, it must be done as a proxy in InfoReady. Follow these steps to assign someone as your proxy.

**Step 2**
- Requests will automatically be accepted by InfoReady. The accepted requests are reviewed by Provost Office staff who then initiate the routing approval workflow.

**Step 3**
- Assigned reviewers submit their approval in order as assigned in workflow/routing steps.

**Step 4**
- InfoReady sends out notification via InfoReady for requests being Awarded or Rejected once all reviews have been completed.

**Step 5**
- Once awarded, the Term Workload page in PeopleSoft CS will get automatically populated through InfoReady outbound daily feed.
- No more manual entries & cleaner data!
InfoReady Online Approval Workflow (Routing Steps)

Application Submitted & “Accepted” in InfoReady

Funding Approval

Department Chair Approval

Dean Approval

ARM Approval

Application is “Awarded” in InfoReady. Daily outbound feed populates PeopleSoft Term Workload page.
IMPORTANT! Add InfoReady as a quick link to your MyCSUDH for easy access to the portal. Follow the steps below:

1. Log in to MyCSUDH.
2. On the right side of the page, find ‘MY QUICKLINKS’ box.
3. Click on Manage My QuickLinks.
4. Scroll down on Available Quicklinks list and check off the InfoReady box.
5. Click on icon with three arrows facing left to add to ‘MY QUICKLINKS’ list.
6. Click on Save and Return. The InfoReady link should now appear on your list of quicklinks on MyCSUDH.
Guides

How to Submit Reassigned Time (step-by-step guide) [PDF]
How to Approve Reassigned Time (step-by-step guide) [PDF]
How to Add InfoReady Quicklink to MyCSUDH (step-by-step guide) [PDF]
DH Assign Time Codes & Definitions [PDF]
Questions?

Contact one of the Provost Office staff members below:

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