Using InfoReady for Faculty Reassigned Time

BY: CLAUDIA M. OROZCO

DIVISION BUDGET OFFICER & HR LIAISON

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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 Unit 3 salary schedule. (https://www.calfac.org/resources/salary-schedule/)
    - Current buyout rate per unit is $2,162.
    - 1 course buyout = 3 units ($6,487)
    - Full buyout = 12 units ($25,945)

Existing (Past) Process

- Faculty Reassigned Time Contract (pdf) 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 to be inaccurate/inconsistent.

- Data would then need to be manually entered 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).

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).

Steps

Step 1
- Submit Reassigned Time Request in InfoReady.
  - Department/faculty submits requests for reassigned time funded by college & TAP (external grants/philanthropic accounts).
  - Sponsoring office submits requests for reassigned time funded by Provost, Central AA, & other university entities.

Step 2
- Academic Resource Management & Planning (ARM&P) team reviews request for accuracy and accepts or rejects InfoReady requests.
  - If Accepted, reviewers are assigned to begin the routing approval process.
  - If Rejected, notification is sent to requester. No reviewers assigned.

Step 3
- Reviewers submit their approval in order assigned (workflow chart with routing steps in next slide).

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

Step 5
- Current phase: Once awarded, college Academic Resource Manager enters reassigned time into the Term Workload page in PeopleSoft CS.
- Future phase (fall 2024 full implementation). Once awarded, the Term Workload page in PeopleSoft CS will get automatically populated through InfoReady outbound daily feed. No more manual entries.

InfoReady Online Approval Workflow (Routing Steps)

Application "Accepted" in InfoReady

Funding Approval	Faculty Acknowledgement	Department Chair Approval	Dean Approval	ARM Approval

Application "Awarded or Rejected" in InfoReady
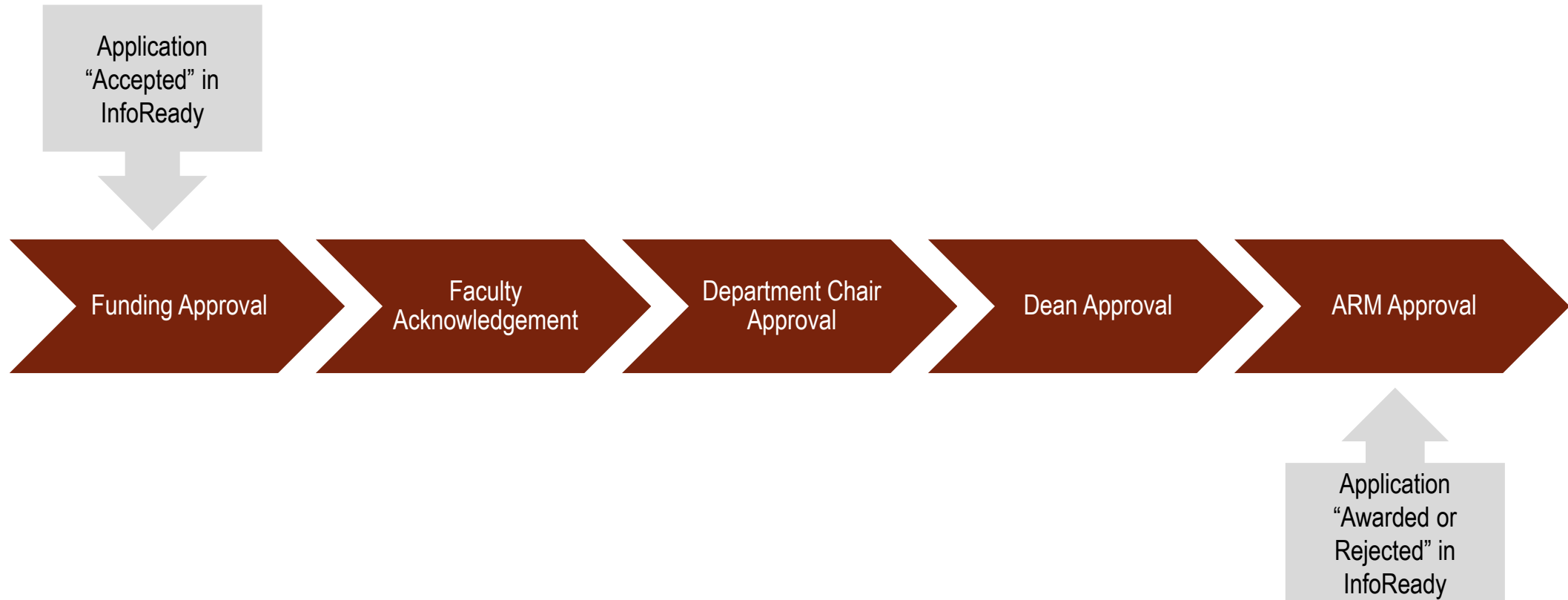
Spring 2024 "Soft" Launch (Testing Phase)

- Approval process workflow is digitized via InfoReady. All sponsoring entities and colleges will begin using InfoReady to request reassigned time.

- Data Inbound/Outbound feed between InfoReady and PeopleSoft feature is not active yet.
  - Full implementation for fall 2024 reassigned time submissions/entries.
  - ARMs will need to continue entering assign time manually into the Term Workload page this semester.
  - Currently setting up contract and working with IT team to set up data feed parameters.

- Notification of "Award" or "Rejection" goes to the requestor.
  - Additional email addresses can be added in application to receive all notifications related to the application.
  - Applicants are asked to enter faculty email address to ensure faculty are notified when an application is submitted/processed.

InfoReady Link

CSUDH InfoReady Application Portal → https://csudh.infoready4.com/

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.

Questions?

Contact one of the Academic Resource Management & Planning (ARM&P) staff members below:

Claudia M. Orozco
Academic Affairs Budget Officer & HR Liaison
cmorozco@csudh.edu
310.243.2572

Cynthia Napoles
Academic Affairs Fiscal & HR Analyst
cnapoles1@csudh.edu
310.243.3307