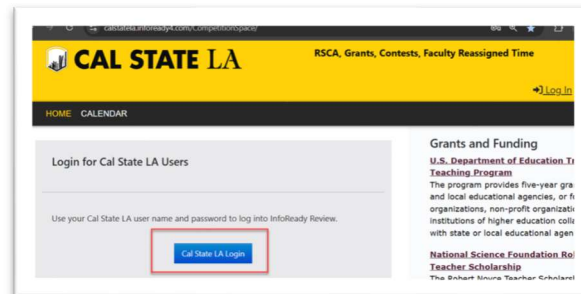


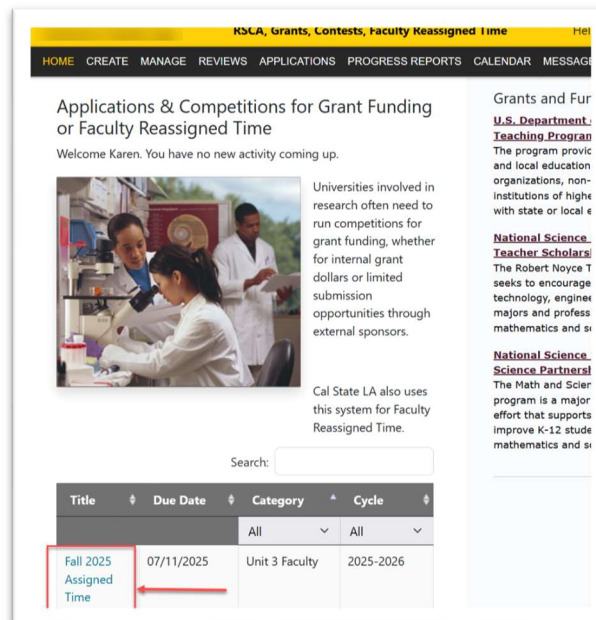
InfoReady Guide

This guide provides, staff, administration, and faculty with step-by-step instructions for completing an assigned time application through InfoReady.

- 1) Go to <https://calstatela.infoready4.com/CompetitionSpace/>
 - a. Click on Log In
 - b. Click on Cal State LA Login



- 2) Once log in, you will see the available competitions at the bottom



3) Select Fall 2025 Assigned Time

4) The following prompt will appear: You can apply for yourself or apply by Proxy (for someone else). Example below is how to apply by Proxy

The screenshot shows a web form titled "Fall 2025 Assigned Time" with a PDF icon in the top right. Below the title is a paragraph of instructions: "Use the form below to submit an application on behalf of any applicant who is already an InfoReady user. Your entries are automatically saved while working within this site. Should you need to navigate away from the site or close your browser before completing the application, please click 'Save as Draft' below." The form is divided into sections. The first section is "Select Applicant" with an upward arrow. Below it is a sub-section "Applying as a Proxy for an Applicant" with a note "* Indicates required". It says "I am applying as a Proxy on behalf of the following Applicant:". There are two required fields: "*Enter Email Address or Name:" with a text input field containing "Enter applicant email address", and "*Select Application:" with a dropdown menu showing "New Application". At the bottom, there is a checkbox labeled "Include me on all emails related to this application." which is currently unchecked.

5) First, please enter the email address

a. Auto fields will auto populate

i. Faculty First Name, Last Name, CIN, Faculty Status, Dept ID and College

6) You will be asked to select your Primary Organization

a. Primary Organization is your department name (select college drop down box) – Select one that applies (example below)

The screenshot shows a dropdown menu titled "Organizations" with a search bar at the top. The search bar contains the text "Search for an organization" and has "Search" and "Clear" buttons. Below the search bar, there is a note: "Rows expand your organization choices. Non-bolded names represent the lowest level listed." There is a link "Select All" in blue. The dropdown list shows several options: "College of Arts & Letters" (bolded), "College of Business & Economics" (bolded and highlighted with a red box), "Accounting" (unselected), "Computer Information Systems" (unselected), "Economics & Statistics" (selected with a blue checkmark and highlighted with a red box), "Finance, Law & Real Estate" (unselected), "Management" (unselected), and "Marketing" (unselected).

7) Next, you will be asked to enter the email address of your college office Resource Manager: (list below)

a. College of Arts & Letters: Phyllis Scott- pscott4@calstatela.edu

- b. College of Business: Aimee Lim- ALim@cslanet.calstatela.edu
 - c. College of Education: Becky Tsan- btsan4@calstatela.edu
 - d. College of Ethic Studies: Tommy Luong- TLuong@cslanet.calstatela.edu
 - e. College of Engineering, Computer Science and Technology: Chris Lam- Christopher.Lam@calstatela.edu
 - f. College of Health and Human Services: Tara Herman- THerman@cslanet.calstatela.edu
 - g. College of Natural and Social Sciences: Tommy Luong - TLuong@cslanet.calstatela.edu
 - h. Library: Nicole Pasini – npasini@calstatela.edu
- 8) Next, please provide a brief summary of the assigned time you will be doing
- a. Example: Faculty Advising Fellows, 3 WTU's
- 9) Next, select the assigned time code by clicking on the drop-down arrow: please review the assigned time definitions file for more information located at <https://www.calstatela.edu/facultyaffairs/assigned-time>

Assign Type Code *

Refer to Assign Time Definitions file for more information.

Other Supported Time | OSF

Administrative Time | IAF

Other Supported Time | OSF

Excess Enrollment | 11

New Course Preparation | 12

Non-Traditional Instruction | 15

In-Service Training for K-12 School Personnel | 16

Credit by Examination / Evaluation | 17

Instructional Support of Graduate Students | 18

Special Instructional Programs | 21

Once you select additional boxes will be asked in accordance with your selection (ex: if OSF is selected, prompt box will appear, see below)

10) Next, an additional prompt will appear based on #9 selection (GF or GRT)

The screenshot shows two form sections. The first section, 'Assign Type Code *', has a red '1' and a red box around the dropdown menu which is currently set to 'Other Supported Time | OSF'. The second section, 'Assign Type Reason (OSF) *', has a red '2' and a red box around its dropdown menu, which is open and showing two options: 'GF Non Instructional | GF' and 'Grant or Research (NON-GF) | GRT'.

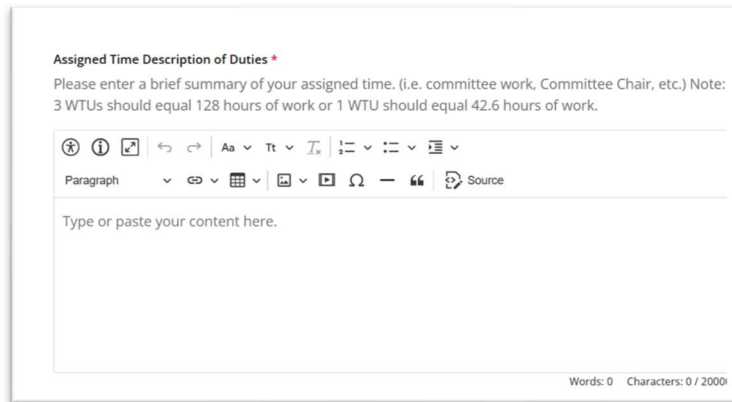
11) Next, enter the number of WTU's you will be reassigned for this project

12) Next, select the drop-down menu and provide the funding source for this assigned time (select one that applies)

The screenshot shows a 'Funding Source *' dropdown menu. The menu is open, displaying a list of options: 'College | COL', 'Chancellor's Office | CHO', 'College | COL' (highlighted in blue), 'Department | DEP', 'Lottery | LOT', 'Reimbursed Activity | REI', 'Revenue | REV', and 'University | UNI'. To the left of the menu, there are partially visible labels: 'e as C' and 'stitution'.

13) Click, next

- a. The Assigned Time Description of Duties will appear (Required field)



- b. Next, will ask if you have any documentation that will help with supporting the request for assigned time
- c. Finally, you will be required to fill out the expected outcomes and deliverables for the request

14) Click, Next

15) Next, you will be asked if there is any additional email address that will be required to receive notification of this request

16) Next, select PREVIEW button to review application

17) Once, it is reviewed you can either click on EDIT or **SUBMIT**

Note: Once it has been submitted it will be routed to the Resource Manager for first level review, then College Dean's review, followed by The Office of Faculty Affairs for final review and approval.