

Faculty Assigned Time Submission Instructions

Via InfoReady

Please review the documentation below, if you have additional questions after reviewing, please contact the InfoReady Administrator(s).

Before You Begin

Before you log into InfoReady to report Assigned Time, it is important you have all necessary information and documentation to submit on time. For each assigned time you need to report, you should be prepared with the following information:

- Weighted Teaching Units (WTU's)
- Category & Sub-Category (refer to the [Assigned Time Categories documentation](#) to identify the appropriate categories)
- Description of the work being performed
- Funding Agency
 - Specific funding agency selections will require you reporting the funding contact person name, email, and Project Title/Number
- If any of your assigned time work is funded by the Office of Sponsored Projects, you must have completed the [Grant Reimbursed Time form](#) before you can submit your application in InfoReady. You will be required to upload the completed form

IMPORTANT: If there are errors in your submission, you will be required to submit another application. Please ensure the information you report is accurate. See the [Common Errors](#) section for an overview of common issues that will result in an application being declined.

Accessing the Form

Step 1: Go to

<https://csusm.infoready4.com/>

to locate the Assigned Time submission form

Note: If the submission deadline has passed, you will no longer see the submission form linked

Step 2: Select the Log In or Submit Assigned Time buttons to be redirected to the log in page.

Title	Due Date	Organizer	Category	Award Cycle	
Fall 2026 Faculty Assigned Time Submission	07/9/2026	Academic Resources	Assigned Time	2264	Learn More Submit Assigned Time
26/27 Tenure Track Faculty Search Approval Request	06/30/2027	Academic Resources	TT Faculty Search Approval	26/27	Learn More Request TT Hire

Step 3: Select CSU San Marcos Login and use your CSUSM credentials.

Log In

Login for CSU San Marcos Users

Use your CSU San Marcos user name and password to log into InfoReady Review.

[CSU San Marcos Login](#)

Login for Other Users

If you have an account, but aren't part of CSU San Marcos, enter your email address and password below to log in.

Email Address:

Email Address

Password:

Password

[Forgot your password?](#)

☐ Remember Me

[Log In](#)

Don't have an account, and not a CSU San Marcos user? Try registering for an account. [Register](#)

Step 4: Once logged in, you will be directed to the submission form. It is recommended you go to the form details to review relevant information and links to helpful documents to assist you in reporting assigned time.

Otherwise step to the next section.

Fall 2026 Faculty Assigned Time Submission

[Details](#) [Applications](#) [Apply Again](#)

Complete and submit the application below. The personal details will be populated with information from your user profile where possible. Should you need to navigate away from the site or close your browser before completing the application, please click 'Save as Draft' below. You will be able to find and resume your application by clicking 'Applications' in the top navigation. * Indicates required field

My Applications

Faculty First Name *

Maribel

Faculty Last Name *

C Reyes

Application Title *

Please enter a title using "Full Name, Semester". For example, Jane Doe, Fall 2026.

Primary Organization *

This is your home department, it should prepopulate, but if it doesn't, please select your department, i.e. Accounting.

Step 5: In the Details tab, you will find the information on the deadline, names for the current InfoReady Administrators, description of the form, and notes on any recent updates to the form or submission process and links.

IMPORTANT: The Assigned Time Categories documentation provides general description of various work and indicates what category and sub-category the work should be reported under. It is advised you reference this document to ensure accurate reporting and prevent your application from being declined.

Step 6: Go back to the applications tab or select Submit Assigned Time in the lower left corner to access the form.

Details
Applications
Submit Assigned Time Again

Fall 2026 Faculty Assigned Time Submission

Dates

Internal Submission Deadline:
Thursday, July 6, 2026

Details

Administrator(s):

Maribel Cruz Reyes (Owner)
Krista Thomas

Category:

Assigned Time

Cycle:

2024

Number of Applications Allowed Per Applicant:

Unlimited

Number of Possible Awardees:

Unlimited

Description

CSU San Marcos

Faculty assigned time workload units are used to account for any time given to instructors to do work other than actual teaching in the classroom, or in some cases to account for a higher than normal teaching load such as team teaching or high enrollment (large) sections. There is a wide variety of qualifying faculty assignments governed by the EP&R 76-36 linked below.

A typically Tenured or Tenure track faculty members' full time workload consists of 15 Weighted Teaching units (WTUs) made up of a combination of course WTUs and assigned time WTUs. For InfoReady, you are only being asked to report WTUs associated with assigned time. Typical Tenured or Tenure track faculty members at a minimum, must submit one Assigned Time form to capture their 3 Centrally Funded Research and 3 Routine Service Weighted Teaching Units (WTUs) of Assigned Time funded by Academic Affairs for each semester. You may submit up to 10 assigned time entries per form.

To facilitate the submission process, review supporting documents noted below. To assist your Colleges' analysts in tracking down source of reimbursed Assigned Time, there are additional questions about funding. Please, if a grant or another department is paying for your assigned time, have their contact information or project number available.

****NEW FOR FALL 2026****

If you are teaching on Extended Learning Course as in-load, please report the course units as an assigned time entry and specify the CRN in the description of duties (Category - Instructional Related Services; Sub-Category - Extended Learning in-Load Instruction | ELI). If the course is not in-load, please do not report in InfoReady. Statewide course workload should also not be reported in InfoReady.

Please review the additional links for additional assistance and explanation of the submission process. If you have further questions or note something wrong with your account, please email Maribel Cruz Reyes at mcruzreyes@csusm.edu.

EP&R 76-36 Faculty Workload Policies and Procedures
Planning & Academic Resources - Faculty Workload Assigned Time Resources Homepage

Assigned Time Categories

Faculty Assigned Time Submission "How To" Video

Faculty Assigned Time Submission Guide

Submit Assigned Time Again

Completing the Form

InfoReady is designed to pre-populate some of your faculty data such as your name and home department information from Peoplesoft. You may not edit some of these pre-populated fields and that is by design – if you see any errors with the pre-populated data and you cannot edit, please reach out to the InfoReady Administrator(s).

Step 1: Your first and last name should be pre-populated.

This information comes from Peoplesoft records and is based on your preferred name.

Step 2: The application title should reflect your full name and the reporting term.

Faculty First Name *
Faculty Last Name *

Maribel

C Reyes

Application Title *

Please enter a title using "Full Name, Semester". For example, Jane Doe, Fall 2026.

Maribel C Reyes, Fall 2026

Step 3: Indicate your Primary Organization but selecting on Add Primary Organization.

Your response should be limited to your default academic department.

Select your department and then Save & Close.

Primary Organization *
This is your home department, it should prepopulate, but if it doesn't, please select your department, i.e. Accounting.

Add Primary Organization

Add Organizations [X]

Search:

Select your affiliation below. If it does not show, first select from your profile by clicking your name in the upper right corner next to "Hello".

[Unselect All](#)

☒ 590 - PSYC (Psychology)

Step 4: The APDB Department ID and Employee ID sections should be auto filled from Peoplesoft data.

If you encounter issues, reach out to the InfoReady Administrator(s). This information is needed for proper routing to your department/college.

APDB Department ID
This field is auto-filled from PeopleSoft.

590 - PSYC

Employee ID *
This field is auto-filled from PeopleSoft.

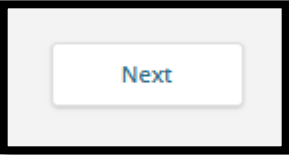
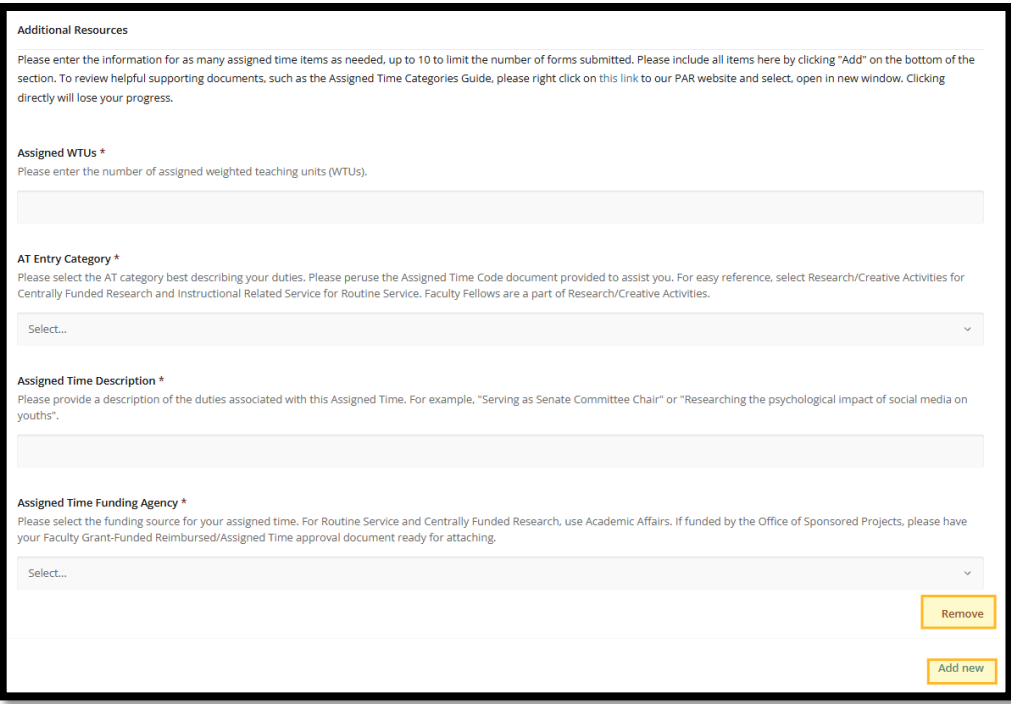
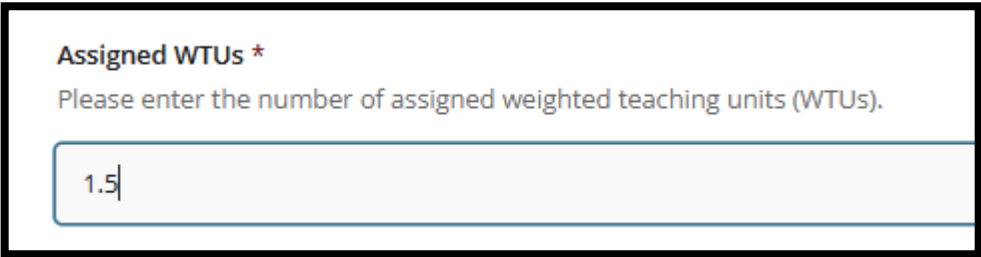
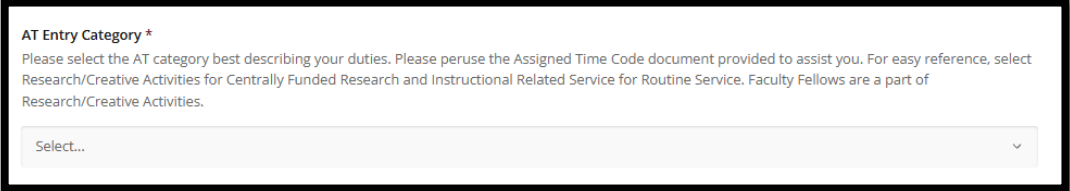
123456789

Step 5: Select your Faculty Status from the available options

Faculty Status *
Please selected your employment type.

Select...

- Tenured/Tenure Track
- AY FERP Tenure Faculty
- Semester FERP Tenure Faculty
- Temporary Faculty (Lecturer)
- Librarian
- Coach
- SSP-AR (Councilors-SHCS)

Step 6: Select Next to begin entering assigned time	
Step 7: Up to 10 individual entries are allowed per application form. To begin, select on Add New to begin entering your first assigned time entry.	
Step 8: A subset of questions will appear for each entry you need to report. You can add additional entries by selecting Add New. If you need to remove an entry, select Remove.	
Step 9: In the first subset of questions, enter the workload associated with the entry. You may report numbers up to the first decimal. Do not enter negative numbers or fractions.	
Step 10: Select the appropriate category for this assigned time. Applications with the incorrect use of category and sub-category will be declined and faculty	

will be required to re-submit with corrections.

Reference the [Assigned Time Categories documentation](#) for assistance.

Approved Leave

Course and Curriculum Development

Direct Instruction

Instructional Related Service

Research/Creative Activities

Other

Step 11: Once you select the Category, an additional question for sub-category will appear. Repeat step 9 for reporting the appropriate sub-category.

Entry Subtype - Instructional Related Service *

Please select the most appropriate AT category sub-type. For Routine Service, please select the first option.

Select...

Routine Service | RS

Academic Senate, CSUSM | ASCE

Academic Senate, Statewide | ASSE

Accreditation Responsibilities | AR

Associate Director | AD

CFA Activities, CSUSM | CFAE

CFA Activities, Statewide | CFASE

Clinical Coordinator | CC

Coaching Related Respons. | CRR

Committee, University Level | ISCU

Committee College/School Level | IRCCS

Course Coordination | CC

Course or Supervision Overload | CSO

Department Chair or School Director | DC

Step 12: Next, enter a description of the assigned time you are reporting – please provide an adequate description.

Course-related entries (e.g. Excess Enrollment and Extended Learning In-Load Instruction should contain the CRN in the description.

Assigned Time Description *

Please provide a description of the duties associated with this Assigned Time. For example, "Serving as Senate Committee Chair" or "Researching the psychological impact of social media on youths".

Step 13: Select the funding agency for the assigned time.

Routine Service & CSUSM Funded Assigned Time should be reported as funded by Academic Affairs.

Note: If the funding agency is any of the following (Chancellor's Office, RSCA or Faculty Center Grants, University Foundation Award) you will be asked to provide additional information.

Step 14: Once you have entered all your assigned time, you will be asked to indicate if any of your entries were funded by the University Office of Sponsored Projects (Corporation).

If yes, you will be required to the reimbursed time form before moving onto the next section.

If no, move onto the next section.

Assigned Time Funding Agency *

Please select the funding source for your assigned time. For Routine Service and Centrally Funded Research, use Academic Affairs. If funded by the Office of Sponsored Projects, please have your Faculty Grant-Funded Reimbursed/Assigned Time approval document ready for attaching.

Select...

Academic Affairs

Chancellor's Office

Extended Learning

Faculty's Department

Faculty's College Dean's Office

President's Office

RSCA or Faculty Center Grants

Senate or Campus Committee

Student Affairs

University Foundation Award

Univ. Corp. Off. Sponsored Proj.

Funding Contact Person *

Please enter the name and email of your funding source. If unavailable, please enter NA

Funding Contact Email

Please enter the email address of your funding contact, if available.

Project Funded Assigned Time Information *

Please enter your Project Title and Project #. For instance, "Assigned Time Research Study, Project 86123".

Grant Reimbursed Time Supporting Document Section

Additional Information on OSP and OGSF form

Collaboratively, the Office of Sponsored Projects and Office of Graduate Studies and Research created a new form to track and authorize Reimbursed Time from Grants. More information and the form can be found by right clicking [here](#) and selecting open in new tab. If you click directly, you will lose your progress.

Were any of your Assigned Time items funded by University Office of Sponsored Projects (Corporation)? *

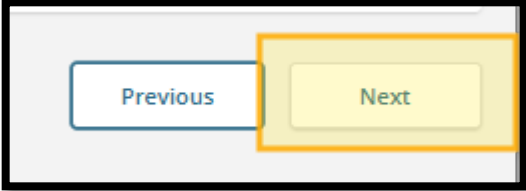
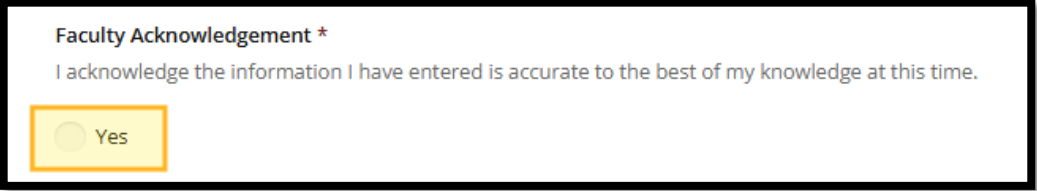
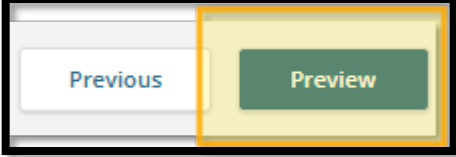
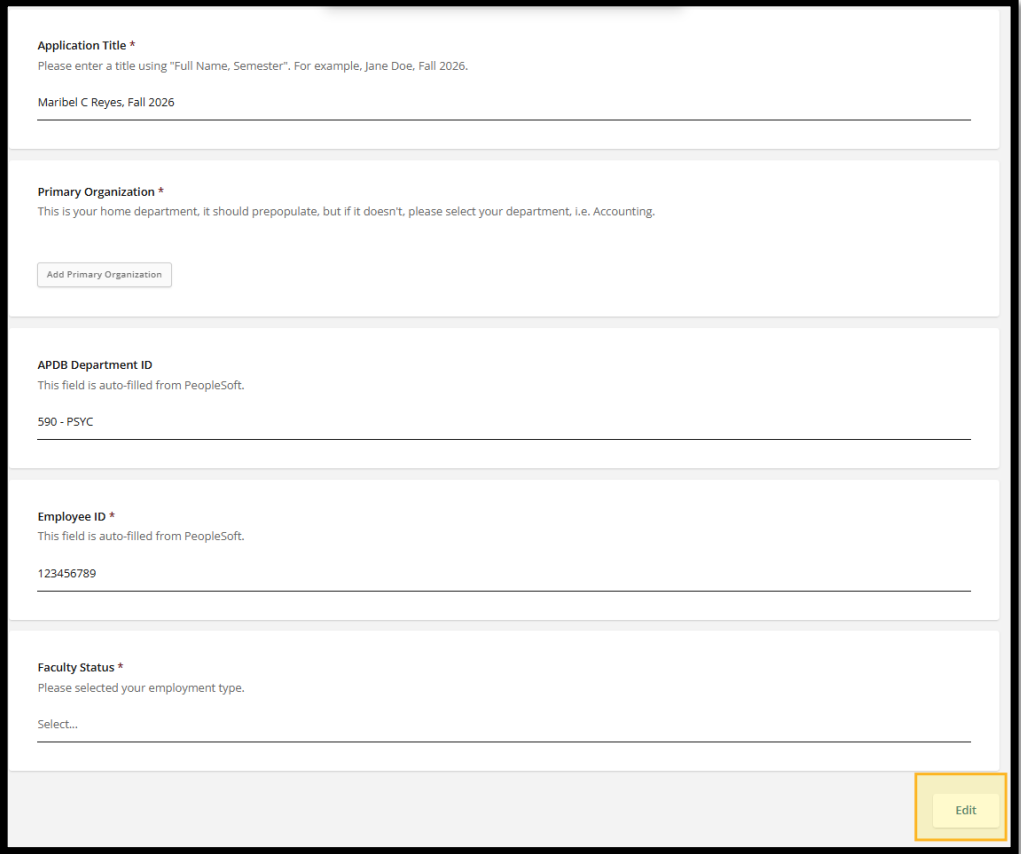
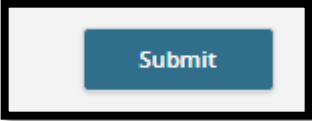
No Yes

Upload your Faculty Grant-Funded Reimbursed/Assigned Time form here.

Please attach the form here.

Drag and drop a file here or click the button below to select a file to upload.

Select File

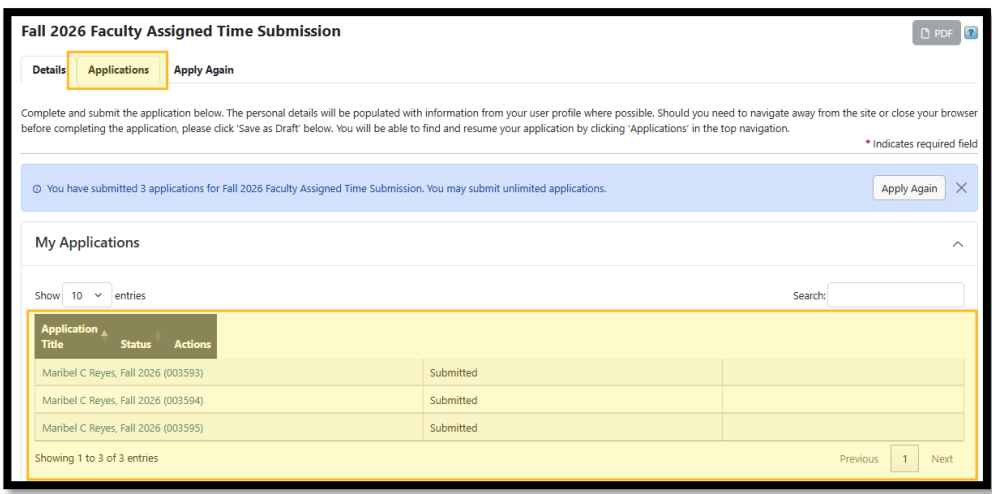
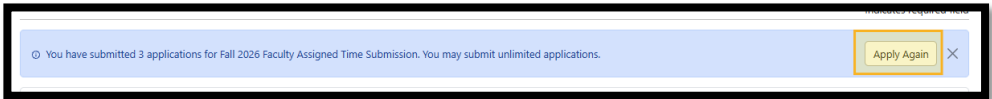
Step 15: Select Next to move onto the next section.	
Step 16: Read and select the acknowledgement	
Step 17: Click on Preview to review your submission prior to submitting	
Step 18: If you need to make any edits, select edit for that section and update as needed	
Step 19: Once you are ready to submit, select Submit	

Step 20: You will receive a confirmation email from InfoReady	
What's Next	Your application will be routed to reviewers within your college. If there are any errors found in your application, the reviewer will get in touch with you inform you that you need to submit a new application with corrections. Review the next section for more information on re-submitting If there are no errors, all reviewers will approve and you will receive notification from InfoReady when your application received final approved ('Awarded'). No further action is needed on your end unless there are updates to your application – in this case see the next section on re-submitting.

Re-Submitting

If you need to make changes to your original submission or you have been notified that your application contains errors, you will need to submit a new application. You cannot edit your prior submission. You may create a new application following the steps in Completing the Form section or you can make a copy of your prior submission and make changes to your prior responses. The copy prior submission feature is only allowed as long as your application is still in the system. Applications that have been declined will be removed from the system within a couple days, at this point you will no longer have a submission to copy. Please re-submit promptly after being notified.

Below are steps to create a copy of your prior submission.

Step 1: After logging into InfoReady and accessing your submission, you will see any prior submission in the My Applications section.	
Step 2: In the banner that appears, select on Apply Again	

Step 3: A pop-up will appear. Select the application you want to copy and select Copy.

Create New Application

Select an application to copy or click **Create New** below to begin a new application.

Select application ▼

Select application

Maribel C Reyes, Fall 2026

Maribel C Reyes, Fall 2026

Maribel C Reyes, Fall 2026

Create New

Copy

Faculty Last Name *

Step 4: A copy of the form will generate with the title of “Copy of...”

Go to the section you need to make edits to and update as needed.

Preview and submit.

Application Title	Status	Actions
Copy of Maribel C Reyes, Fall 2026	Draft	
Maribel C Reyes, Fall 2026 (003593)	Submitted	
Maribel C Reyes, Fall 2026 (003594)	Submitted	
Maribel C Reyes, Fall 2026 (003595)	Submitted	

Showing 1 to 4 of 4 entries

Previous 1 Next

Faculty First Name *

Maribel

Faculty Last Name *

C Reyes

Application Title *

Please enter a title using "Full Name, Semester". For example, Jane Doe, Fall 2026.

Copy of Maribel C Reyes, Fall 2026

Step 5: After submitting, you must notify the InfoReady administrators and/or your Department Chair that you have done so and indicate the application ID for the new submission.

The application ID is the 6-digit number next to your application title.

You should only have one application submitted to prevent over-reporting your workload and to keep the review system manageable.

Application Title	Status	Actions
Maribel C Reyes, Fall 2026	(003593)	
Maribel C Reyes, Fall 2026	(003594)	
Maribel C Reyes, Fall 2026	(003595)	

Common Errors

To ensure your assigned time submission is approved in a timely manner and avoid having to re-submit, make sure you follow reporting guidelines. Below are general descriptions of common errors.

Incorrect Category or Sub-Category Report

Most assigned time work can be captured under existing categories/sub-categories identified in the Assigned Time Categories document. Using an incorrect category when the description of the work indicates another category was appropriate may result in the application being declined until the work is reported under the appropriate category.

All work reported as Other will be flagged for review since this category should rarely be used and is often an indicator of incorrect category use.

Incorrect Funding Agency

Your college will need to seek reimbursement for some assigned time – accurate reporting of the funding agency assists in this process. Assigned time should be reported under the appropriate category. For example, all Routine Service and CSUSM Funded Assigned Time should be reported under Academic Affairs.

Missing Grant Reimbursed Time Form

If you indicated one or more of your assigned time entries is funded by the Office of Sponsored Projects (CORP) and you do not include the Grant Reimbursed Time form, your application may be declined.

Reporting Multiple Extended Learning In-Load Courses as One Entry

For every Extended Learning course you are teaching as in-load, you should have a separate entry in your application. For example, if you are teaching two in-load courses, you should have 2 separate entries.

Insufficient/ Missing Information in Description

For review and audit purposes, your description of the work being performed should be adequate and contain the necessary information. Cite work, research, committees, project purpose. Re-iterating the category title does not provide sufficient information for reviewers and auditors to evaluate the work being performed.

Certain assigned time work will require specific information is reported within the description. For example, assigned time for excess enrollment and Extended Learning In-Load require you report the CRN associated with the course in the description.