

## How to Complete Annual Certification in UC OATS

## Overview

As a faculty member you are required to file certification of adherence to the policy each fiscal year, even if you did not engage in any outside professional activities during the year.

## Process

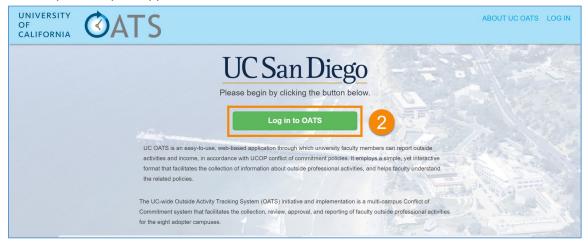
When it is time to complete annual certification you will receive an email notification and the annual certification button will be made available in your UC OATS workspace.

To complete annual certification,

 Visit <u>https://info.ucoats.org/pages/training</u> and select your campus from the "Access UC OATS Portal" menu.



2. Log into UC OATS using your campus credentials. If you experience issues logging in, please contact your campus support for assistance.





3. Click the "Annual Certification" button. UC OATS will generate a report of activities from the previous fiscal year.

| OF<br>CALIFORNIA   |                                       |                                      |             |  | WELCOME | , ABRAHAM LINCC             | DLN 🛩 |
|--|---------------------------------------|--------------------------------------|-------------|--|---------|-----------------------------|-------|
| SUMMARY  | TIME                                  |                                      |             | EARNINGS                                     |         |                             |       |
| Earnings Reported: \$4,000<br>Owed To Plan: \$0<br>Paid To Plan: \$0 | 40 hr<br>Time Threshold:              | 0 hr<br>†384.00 hr                   | 1           | <mark>\$4.00</mark> 0<br>Earnings Threshold: |         | \$0<br><b>1</b> \$40,000.00 | D     |
| Fiscal Year: < 2019 - 2020 > ACTIONS: Enter an Activit               | y Annual Certification 201            | 3                                    |             |  |         | Status L                    | egend |
| Export current data  |                                       |                                      |             |  |         |                             |       |
| Activity Label ↓≟ Org. Type ↓† Org. Name ↓† Activ                    | rity Types / Roles                    | Current<br>Hrs / Earnings Start Date | Ĵî End Date | e ↓† Student Involvement                     | L1      | Actions                     | Form  |
| Consulting For Profit Johnson Inc. Cons                              | ulting for for-profit entity (Cat. 2) | 40.00 hr/ 10/29/2019<br>4,000.00     | 06/30/202   | 20 No  |         | Edit Activity 🖍             |       |
| Showing 1 to 1 of 1 entries  |                                       |                                      |             |  |         |                             |       |

4. Confirm the list of activities is accurate or confirm you did not engage in any activities. Click the "Certify Activities" or "Certify No Activities" button.

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|--|---|---|---|--|---|--|--|--|
| This is NOT your live site. This is for TRAINING, TESTING, AND DEMONSTRATION PURPOSES only. UCOATS Release: 3.40.4 |   |   |   |  |   |  |  |  |
| SUMMARY<br>Earnings<br>Owe<br>Pair<br>Annual Certification   | I cartify that I have compiled with th<br>regarding limitations on the retention<br>Enter your initials to certify: | of earnings and the time spent in outside profe | h Sciences Companisation Plan, my School's Health Sciences<br>2000/05 | nce Companiation Plan Implementing Procedures, and | my departmental guidelines for the Plan |  |  |  |
|  |   |   |   |  |   |  |  |  |
| Activity Label   | Organization Type   | Organization Name                               | Activity Type(s) / Role(s)  | Student Involvement                                | Current Hrs / Earnings                  |  |  |  |
| No activities reported   |   |   |   |  |   |  |  |  |
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- 5. Read the certification statement and then enter your initials in the space provided.
- 6. Click the "Submit" button to complete the annual certification process. Your annual certification report will then process through your campus approval workflow.