

## How to Review Annual Certification Reports

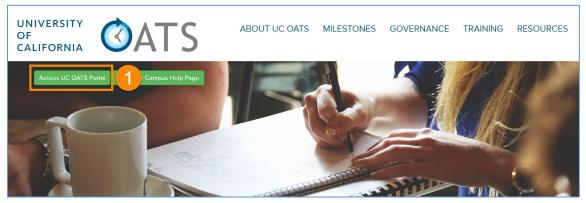
## Overview

Faculty members are required to file certification of adherence to the policy each fiscal year, even if they did not engage in outside professional activities during the year. You will receive an email notification when new annual certification reports are in your queue awaiting your review.

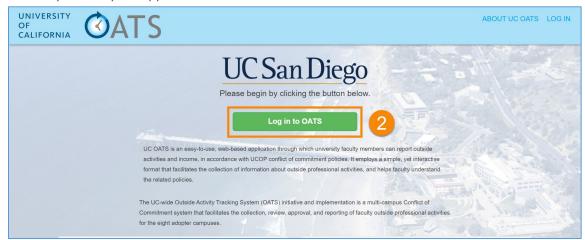
## Process

To review an annual certification report,

 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. Once logged in you will be in the current fiscal year workspace. To view annual certification reports from the previous fiscal year, click the "Fiscal Year" back arrow.

UNIVERSITY OF CALIFORNIA	WELCOME, TOM CRUZ 💙
Fiscal Year: < 2018 - 2019 > FACULTY AP REVIEW	Status Legend NOTIFICATIONS
	Filter by division: Select a division V
★ NEEDS MY REVIEW	
FACULTY: ANNUAL CERTIFICA 5 Filter forms: Not Submitted In queue (With no activities	s) 🔍 In queue (With activities) 🔍 In process 🔍 Accepted
□ UID ↓↑ Faculty ↓↓ Department ↓↑ Signed Date ↓↑ # Activities ↓↑ Tota	al Hours ↓↑ Total Earnings ↓↑ Due To Plan Actions
77777875 Novello, Antonia 999991 - Dept of Redundancy Department 10/24/2019 0	0.00 0.00 Annual Certification Department Reviewer
Showing 1 to 1 of 1 entries	Previous 1 Next
Sign rows that are checked	

- 4. Click the "AP Review" button.
- 5. Click the "Annual Certifications" tab.
- 6. Filter the forms by, "In queue (with no activities)" and then "In queue (with activities)" to view all annual certification reports awaiting your review.
- 7. Locate and click on the Annual Certification report you want to review.
- Review the form and then select an action. To send the form to the approver, select "Reviewed". To return the form to the faculty member for further detail, select "Send Back to Faculty".
   8a. Notes: Select the "Notes" tab to view notes and attachments related to the faculty members outside professional activities.

8b. **Add Alternate Approver**: You may add an alternate approver if there is a conflict of interest between the faculty member and the approver.

ANNUAL CERTIFICAT	TION DETAILS	NOTES	8a				
ctivity Label		Organization Type	Organization Name	Activity Type(s) / Role	's)	Student Involvement	Current Hrs / Earnings
/orkshop for Johnson &	Smith Inc.	For Profit	Johnson & Smith Inc.	Providing or presenting	a workshop for industry (Cat. 2)	No	56.00 / \$0.00
Income #	Туре		Check/Transaction #/ Number	of Shares	# of Reported Hours	\$ Amount Threshold	Date(s) Worked
147442	Uncompensated				40.00	0.00	10/01/2018 / 10/05/2018
							10/31/2018
8	Action *    Reviewed  Send Bac		Alternate App	rover(s) Add Alternat	e Approver 8b		
e assigned	0 10010000		Alternate App	rover(s) Add Alternat	e Approver		
8	0 10010000		Alternate App	Add Alternat	e Approver		

9. Click "Submit Action" to complete your review.