Outside Activity Tracking System

APM-025 Faculty User Guide

Annual Certification

Please begin by clicking the button below.

Log in to OATS

The UC-wide Outside Activity Tracking System (OATS) initiative and implementation will develop, deploy, and operationalize a multi-campus Conflict of Commitment system that facilitates the collection, review, approval, and reporting of faculty outside professional activities for the seven initial adopter campuses.

Policies

- APM-670, UC Health Sciences Compensation Plan
- APM-671, Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants
- APM-025, UC University Policy Regarding Academic Appointees
- APM-240, UC Appointment and Promotion, Deans
- APM-246, UC Appointment and Promotion, Faculty Administrators

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1   GETTING STARTED

UC Outside Activity Tracking System (OATS), is a new and efficient way for faculty, deans, and faculty administrators to track, manage and annually certify outside professional activities. UC OATS is an interactive web-based system that facilitates the reporting of outside professional activities and determines appropriate review and approval requirements, enabling users to comply with the University of California, Conflict of Commitment policies: general campus faculty (APM 025) and health sciences compensation plan participants (APM 671).

For faculty who are also covered under additional policies click here: deans (APM 240) and faculty administrators 100% time (APM 246).

In UC OATS you can,

- Report and manage outside professional activities
- Submit and view the status of conflict of commitment forms
- Track time spent on outside professional activities
- Complete annual certification
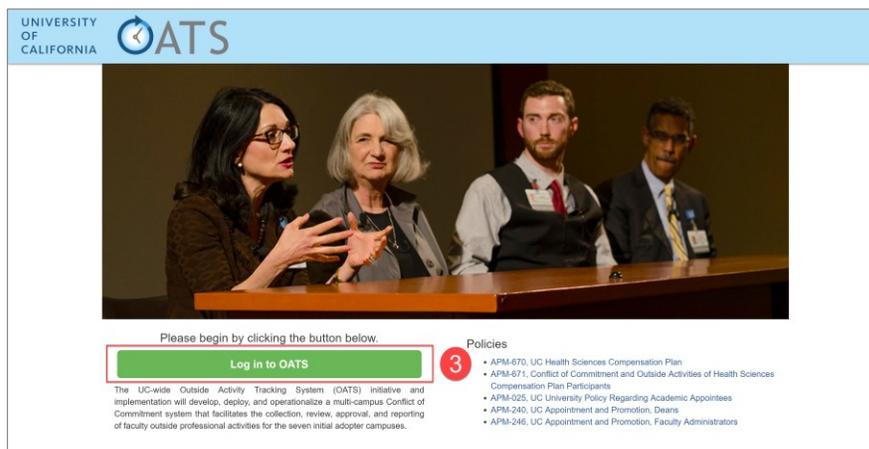- Comply with UCOP Conflict of Commitment policies

1.1   Logging into UC OATS

To log into UC OATS,

1. Open the https://info.ucoats.org/pages/training.
2. Click on the **Access UC OATS Portal** button to select your campus.
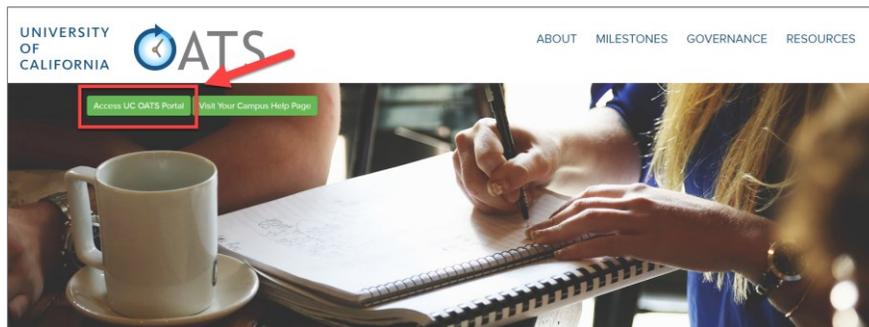
3. Click the **Log in to OATS** button.

4. Log into UC OATS using your campus logon ID. If you experience issues logging in contact campus support for assistance.

1.2 Workspace Overview

The following is an overview of the UC OATS workspace tailored to faculty who fall under the **UC policy APM 025**. Refer to the corresponding numbers in the image above for detailed information. Note: Deans and Faculty Administrators refer to **Appendix A** for a detailed overview of your UC OATS workspace.

(1) **Time Threshold Bar** – Total number of hours reported for all activities.
   - **Green** – the green filling indicates the total number of hours reported within the threshold
   - **Gold** – the gold filling indicates the total number of hours that exceed the threshold
   - **Summer Hours Info** – A new progress bar will appear once you have input your summer hours for the summer period. The length of the bar is caculated relative to how many hours you are drawing summer salary from the University. The "Summer Hours Info" button only appears at the beginning of the summer for that calendar year, and once salary-draw hours have been reported, it converts to an hours bar indicating the number of hours of Outside Professional Activity you are eligible for. The "Summer Hours Info" button is then converted to the blue "pencil" icon which is used as "edit" across the system.

(2) **Fiscal Year** – The fiscal year of the current reporting period (e.g., 07/01/18--6/30/19). Click either the forward or back arrow to change the fiscal year.

(3) **Actions**
   - Enter an Activity – Click the **Enter an Activity** button to report a new activity, additional forms may appear depending on the type of activity you select.
   - Annual Certification – The **Annual Certification** button will be made available towards the end of the fiscal year.

(4) **Status Legend** – Explanation of form status and activity category types.

Activity Label	Org. Type	Org. Name	Activity Types / Roles	Current Hrs	Start Date	End Date	Student Involvement	Actions	Form
Books Inc Chapter editing	For Profit	Books Inc	Employment outside the University (Cat. 1)	320.00 hr	08/27/2018	06/30/2019	No	Edit Activity / Report Effort	Cat I Approval: Dept Approver / Request to Exceed TH: Dept Reviewer

Actions	# of Hours Against Threshold	# of Reported Hours	Start Date	End Date
Edit Effort / Delete ✖	300.00	300.00	08/27/2018	06/01/2019
Edit Effort / Delete ✖	20.00	20.00	11/20/2018	12/11/2018

(5) **Export Current Data** – Click the **Export current data** button to download the current activity data into an Excel spreadsheet (.xlsx).

(6) **Reported Activities** - The following options appear once an activity has been reported.
- ⊕ Expand Button – click to expand the activity record to view, edit, or delete reported effort
- ⊖ Collapse Button – click to hide the activity record
- 🏷 0 Notes Button – click to view, add notes and/or attachments to the activity for reviewer(s) and approver(s). Reviewers and approvers can also add notes for you and other reviewers and approvers. **Important note:** there is no delete option and all notes and attachments are visible to anyone who has access to the record in a reviewer/approver's queue. You can also attach relevant files such as consulting or compensation agreement. However, attaching it here does not mean that it has been reviewed or approved by relevant campus officials for either legal or university policy compliance.

(7) **Actions** – the list of available actions for each activity.
- Edit Activity – you can update the Activity Label, Type, Organization Name, and you can add a student to your activity
- Report Effort – Add effort to the listed activity
- Delete – Removes the selected activity. This option is only available when there are no reported effort on the activity.

(8) **Forms** – Forms that have been submitted for review and pre-approval. The current status of the form will be highlighted yellow or white (form is read-only). Click the form to view or print.

(9) **Effort Actions** - Available actions for reported effort
- Edit Effort – Update the effort details such as number of hours, add notes, or change the start and end dates.
- Delete – Removes the selected effort detail

2 ANNUAL CERTIFICATION

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.

## 2.1 How to Complete Annual Certification

When it is time to complete annual certification you will receive an email notification and the annual certification button will be made available in the UC OATS workspace. You will not be able to complete annual certification if there are prior-approval forms pending or in progress.

To complete annual certification,

(1) Click the **Annual Certification** button.

(2) View and confirm the list of reported activities is accurate and up to date. Once confirmed, click the **Certify Activities** button.
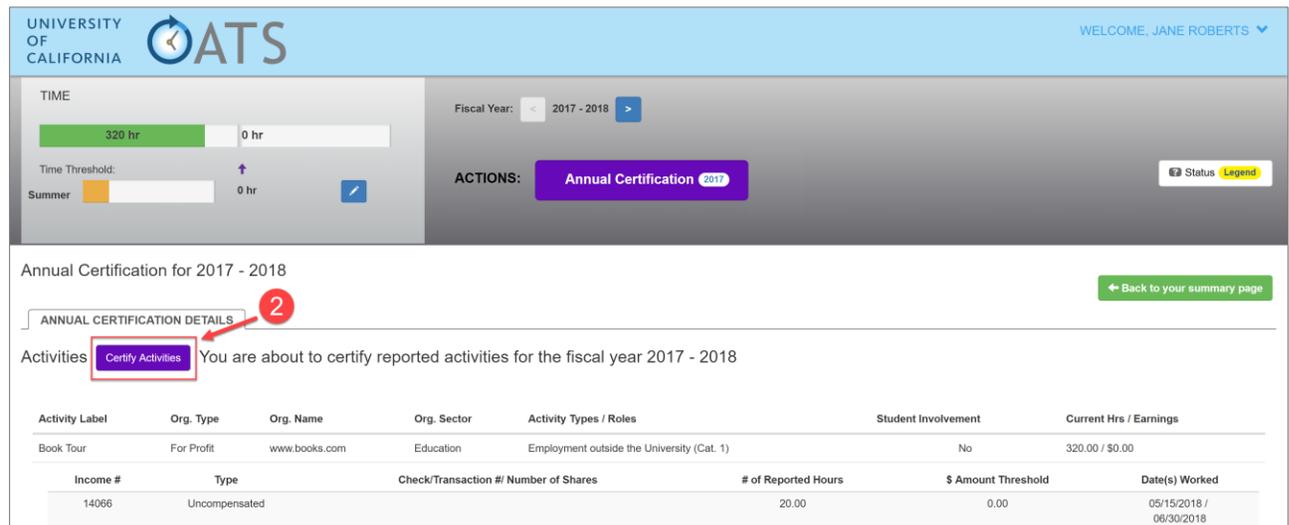
(3) Review the certification statement and then enter your initials.

(4) Click the **Submit** button.

2.1.1   Annual Certification - Action Required

You will receive a disclaimer instead of a certification confirmation page if you have any pending payments or approvals.

The orders that require attention will be highlighted in red.

Click the **Back to your summary page** button and locate the fiscal year that has the error to resolve the issue. Once the issue is resolved, complete steps 1 through 3 again.