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-263, 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
- Track earnings
- 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 671. 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) **Summary** – Total reported earnings and plan balance
   - Earnings Reported – indicates total earnings reported in activities
   - Owed To Plan – indicates earnings owed to the plan
   - Paid To Plan – indicates total amount paid to the plan

(2) **Time Progress Bar** – Total number of hours reported for all activities
   - Green – indicates the total number of hours reported within the threshold
   - Gold – 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 calculated 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.

(3) **Earnings Progress Bar** – Total reported earnings
   - Green – indicates earnings below the threshold
   - Gold – indicates earnings exceeding the threshold

(4) **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.

(5) **Actions**
   - Enter an Activity – Click the Enter an Activity button to enter 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.
(6) **Status Legend** – Explanation of form status and activity category types.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>Form awaiting faculty review.</td>
</tr>
<tr>
<td>Got Reviewer</td>
<td>Form is with the division reviewer.</td>
</tr>
<tr>
<td>Dept Reviewer/Approver</td>
<td>Form is with the department reviewer/approver.</td>
</tr>
<tr>
<td>Dean’s Office Reviewer/Approver</td>
<td>Form is with the Dean’s Office reviewer/approver.</td>
</tr>
<tr>
<td>Vice Chancellor Reviewer/Approver</td>
<td>Form is with the Vice Chancellor reviewer/approver.</td>
</tr>
<tr>
<td>Approved</td>
<td>Form has been Approved.</td>
</tr>
</tbody>
</table>

**APM 671**

**Executive / Leadership / Management Roles:**
- Cat I: Assuming an executive or managerial position outside of the University
- Cat II: Assuming founding or co-founding role of company
- Cat III: Serving on board of directors outside the University whether compensated or uncompensated
- Cat IV: Serving on government or professional panels or committees or as an officer or board member of a professional scholarly society

**Workshops, Lectures, and Talks:**
- Cat II: Providing or presenting a workshop for industry
- Cat III: Attending and presenting talks at university/academic colloquia and conferences

**Employment Outside the University:**
- Cat I: Employment outside the University

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

(8) **Reported Activities** – corresponds to actions that are available for each activity.

- **Expand Button** – click to expand the activity record to view, edit, or delete reported effort
- **Collapse Buttons** – click to hide the activity record
- **Notes** – 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.

**New Activity Note**

Message: 

Attachment: Choose File: No file chosen

**Disclaimer:** The attachment here of a consulting or compensation agreement document does not imply or ensure that this document has been reviewed or approved by relevant campus officials for either legal or university policy compliance.
(9) **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 Earnings/Effort** – Add earnings/effort to the listed activity
- **Delete** – Removes the selected activity. This option is only available when there are no reported earnings/effort on the activity.

(10) **Forms** – Forms associated to related activity record that have been submitted for review and pre-approval. The current status of the form will be highlighted in yellow. Click the form to view or print.

(11) **Earnings/Effort Actions** - Available actions for reported earnings/effort
- **Edit Earnings/Effort** – Update time spent and compensation received from this activity
- **Delete** – Removes the selected earnings/effort details
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 any prior-approval forms or payments are 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 buttons.

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 to resolve the issue. Once the issue is resolved, complete steps 1 through 3 again.