UC OATS - Outside Activity Tracking System
Tips for Reporting Effort on an Activity: 2023-24 Reporting Period

Refer to the UC OATS Reporting Effort (Academic Year Faculty) article for general instructions on how to report hours on outside professional activities.

• A day is 8 hours. If you engaged in the activity for 3 hours in one day, report 3 hours. If you engaged in the activity for 10 hours in one day, only report 8 hours.

• For accurate reporting, record the timeframe for each instance you spent time on a Category I or II activity during the reporting period. You can report effort multiple times on each activity
Example: 30 hours 11-2-2023 to 12-3-20223; 20 hours 1-10-2024 to 1-31-2024; etc.

1. Academic-Year Faculty: How to report effort on Category I and II activities that occurred during the 2023-24 academic year.
• UCSC's 2023-24 academic year began on September 17, 2023 and ended on June 15, 2024.
• Effort (hours) reported within the academic year will count towards the 312-hour threshold.

Time engaged in an activity during the academic year must be reported within the service dates of the reporting year:

When reporting hours on an activity that occurred during the **2023-24 academic year**, choose "Academic Term" and enter a start date that is on or after **9-17-2023** and an end date that is on or before **6-15-2024**.

2. Academic-Year Faculty: How to report effort on Category I and II activities that occurred during the summer period.

Do I need to "Enter My Summer Info"?

1) Faculty who "certify no activities" will not be prompted to enter summer information.

2) Academic-year faculty who have outside professional activities to report **will update** "Summer Info 2023" **AND** "Summer Info 2024" prior to certifying and submitting their annual report.

> • Those who did not engage in Category I or II activities during the summer term while receiving summer salary will answer "no" when updating summer term 2023 and 2024. (See below for the summer months that are included in the 2023-24 reporting period.)

> • Faculty are only **required to enter summer salary** information if they engaged in a Category I or II activity **while** receiving University Summer Compensation (e.g., summer research salary, summer session teaching).

Instructions are available on the UC OATS Entering Summer Salary Information article.

Reporting Summer Hours
Faculty report effort for each summer month that they received summer salary while engaging in a Category I or II activity. Hours must be reported within **specific months** of the summer term.

Refer to the UC OATS Reporting Effort (Academic Year Faculty) article for general instructions on how to report hours on outside professional activities.

When reporting hours on an activity that occurred during the **2023 summer reporting period, or June 2024 summer reporting period**, choose "Summer Term" and report hours for each month that you engaged in a Category I or II activity while receiving summer salary:

> **July 2023**: enter a start date that is on or after **7-01-2023** and an end date that is on or before **7-31-2023**.
> **Aug 2023**: enter a start date that is on or after **8-01-2023** and an end date that is on or before **8-31-2023**.
> **Sept 2023**: enter a start date that is on or after **9-01-2023** and an end date that is on or before **9-16-2023.**
> **June 2024**: enter a start date that is on or after **6-16-2024** and an end date that is on or before **6-30-2024**.