

UC OATS - Outside Activity Tracking System

Faculty with Approved Category I Activities

1. Go to: <https://ucsc.ucoats.org>

2. Click on “**Log in to OATS**”



3. Sign in using your CruzID and Gold Password

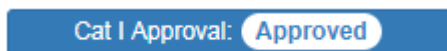
4. Locate the 2018-19 reporting year by clicking the arrows



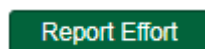
5. Locate the activity in your activities list.

- Prior approvals that were requested and approved in OATS will be included in your activities.
- Prior approvals that were active in 2018-19 but requested and approved outside of OATS (prior to January 2019) have been administratively entered into faculty records.
- Requests for prior approval (either processed in OATS or outside of the system prior to January 2019) that were approved beyond 2018-19 will populate a faculty member’s activity list through the reporting period of the designated end date of the approval.
- If you were granted prior approval to engage in a Category I activity for the 2018-19 reporting period but the activity is not in your 2018-19 activities list, please email oats@ucsc.edu and copy your [divisional coordinator](#).

6. Review the details of your Category I Prior Approval by clicking on the Cat I Approval button. Click on the “Notes” tab to view notes and attachments related to your activity and approval.



7. Locate the activity and click on the **Report Effort** in the Actions column.



- A form will pop up and you will enter the start and end dates and number of hours which you engaged in this activity.
- 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.
- To support accurate reporting, faculty should report the specific timeframe for each instance they spent time on a specific Category 1 or Category II activity during the reporting period. Example: 10 hours 11-2-2018 to 12-3-2018; 7 hours 1-10-2019 to 1-31-2019, etc.
- Refer to [Tips for Reporting Effort on an Activity](#) for details about reporting effort during the academic year versus the summer period.

8. Report

Report

9. Report on all of your 2018-19 activities; enter Category II activities as needed and report effort on each.

10. When you have entered and reported on all activities for 2018-19, you may complete your **Annual Certification.**

Annual Certification 2018

11. Certify Activities

Certify Activities

12. Review the certification statement and then enter your initials in the box.

13. Submit

Submit

Note: Faculty who are covered only by APM 025 are not required to report compensation. For APM 025-only faculty, OATS automatically populates "uncompensated" in the "type" field and \$0 for "Earnings" on the Annual Report form. (OATS also manages faculty covered by APM 240 (Deans) and 246 (100% faculty admins) who are required to report compensation.)

Annual Certification 2018 - 2019: Goodall, Jane

ANNUAL CERTIFICATION DETAILS		NOTES				
Activity Label	Organization Type	Organization Name	Activity Type(s) / Role(s)	Student Involvement	Current Hrs / Earnings	
Nature Reserve	non-profit	Nature Reserve	Consulting or testifying as an expert or professional witness (Cat. 2)	No	83/\$0.00	
Income #	Type	Check/Transaction #	Number of Shares	# of Reported Hours	\$ Amount Threshold	Date(s) Worked
624596	Uncompensated			35	0.00	10/1/2018/ 11/30/18
N						
Income #	Type	Check/Transaction #	Number of Shares	# of Reported Hours	\$ Amount Threshold	Date(s) Worked
624596	Uncompensated			48		02/1/2019/ 04/30/19

Faculty who are only subject to APM 025 are not required to report compensation. Earnings will always populate as \$0.

Faculty who are only subject to APM 025 are not required to report compensation. OATS auto fills this field as "Uncompensated" for APM 025 faculty.