

UC OATS - Outside Activity Tracking System

Faculty with Category II Outside Activities for 2018-19

Category II activities:

- Additional University – compensated teaching (CME & UNEX) or self-supporting UC degree programs;
- Consulting;
- Testifying as an expert or professional witness;
- Providing or presenting a workshop for industry;
- Providing outside consulting services or referrals or engaging in professional practice as an individual or through a single-member professional corporation or sole proprietorship;
- Serving on a board of directors outside of the University;
- Providing outside consulting or compensated professional activities performed for entities such as the Los Alamos and Lawrence Livermore National Laboratories.

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

2. Click on “**Log in to OATS**”

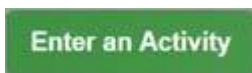


3. Sign in using your CruzID and Gold Password

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



5. Click on “**Enter an Activity**”



6. Enter the following information:

- Organization Name
- Type (for profit or non-profit)
- Start and End date of the activity (dates must fall with current reporting period July 1, 2018 – June 30, 2019).
- Click appropriate Activity Type(s) from the list (may choose multiple)
- Answer student involvement question. (If yes, you will complete the student involvement form which will route through your department to Dean for approval.)
- Click “**Enter**”



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

Report Effort

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

Annual Certification 2018

9. **Certify Activities**

Certify Activities

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

11. **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 |
| 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. | | | | | | |
| 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.