

2018-19 APM 025 Annual Certification in OATS Instructions for Department Chairs and Deans*

*Academic deans review and sign-off on the Annual Reports of department chairs and divisional appointees.

Sign-off on Faculty Certification Reports

When you are ready to review the Annual Certification Reports for the faculty in your department:

1. Log into OATS, click to **Fiscal Year 2018-19**
2. Click on ANNUAL CERTIFICATIONS and filter “in queue with no activities”
3. Bulk approve these records by “sign rows that are checked”

Fiscal Year: 2018 - 2019 REVIEW/APPROVAL ANNUAL CERTIFICATIONS FACULTY'S VIEW Status Legend NOTIFICATIONS

Search by UID or name:

FACULTY: ANNUAL CERTIFICATIONS Filter forms: Not Submitted In queue (With No Activities) In queue (With Activities) In process Accepted

Export current data

Show 100 entries

<input checked="" type="checkbox"/>	UID	Faculty	Department	Signed Date	# Activities	Total Hours	Total Earnings	Due To Plan	Actions
<input checked="" type="checkbox"/>	UID	Faculty Name	Department	09/05/2019	0	0.00	0.00	0.00	Annual Certification Chair
<input checked="" type="checkbox"/>	UID	Faculty Name	Department	09/09/2019	0	0.00	0.00	0.00	Annual Certification Chair
<input checked="" type="checkbox"/>	UID	Faculty Name	Department	09/09/2019	0	0.00	0.00	0.00	Annual Certification Chair

Showing 1 to 3 of 3 entries

Previous 1 Next

Sign rows that are checked

Annual Certification: Sign rows that are checked

You are about to sign 3 forms.

Submit Action Close

- Next, filter “in queue with activities”
- Click on the Annual Certification Forms for each faculty member with activities.
- Approve (or Send Back to Faculty or Reviewer) and Submit Action for each faculty record with activities.
- Notify your department manager when you have certified all of the required Annual Certifications.

Fiscal Year: < 2018 - 2019 > REVIEW/APPROVAL ANNUAL CERTIFICATIONS FACULTY'S VIEW Status Legend NOTIFICATIONS

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[Export current data](#)

Show 100 entries

UID	Faculty	Department	Signed Date	# Activities	Total Hours	Total Earnings	Due To Plan	Actions
UID	Faculty Name	Department	09/09/2019	3	75.00	0.00	0.00	Annual Certification Chair
UID	Faculty Name	Department	09/09/2019	1	35.00	0.00	0.00	Annual Certification Chair

Showing 1 to 2 of 2 entries

Annual Certification 2018 - 2019: Faculty Name (Chair)

ANNUAL CERTIFICATION DETAILS NOTES

Activity Label	Organization Type	Organization Name	Activity Type(s) / Role(s)	Student Involvement	Current Hrs / Earnings
my Cat. I	Non Profit	Cat. 1	Teaching outside the University (Cat. 1)	Yes	75.00 / \$0.00

Income #	Type	Check/Transaction #	Number of Shares	# of Reported Hours	\$ Amount Threshold	Date(s) Worked
134732	Uncompensated			10.00	0.00	10/01/2018 / 06/24/2019
134731	Uncompensated			15.00	0.00	08/20/2018 / 08/31/2018
134733	Uncompensated			50.00	0.00	10/20/2018 / 11/24/2018

Action * Approved
 Send Back To Faculty
 Send Back To Reviewer

Alternate Approver(s)

None assigned

[Submit Action](#) [Print](#) [Close](#)