

UC OATS - Outside Activity Tracking System

Tips for Reporting Effort on an Activity: 2018-19 Reporting Period

Log into OATS. Click to **Fiscal Year 2018-19** to view your **Activities** list. Locate the activity 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.

- For accurate reporting, record the timeframe for each instance you spent time on a Category I or II activity during the reporting period.

Example: 30 hours 11-2-2018 to 12-3-2018; 20 hours 1-10-2019 to 1-31-2019; etc.

Academic-Year Faculty: How to report effort on Category I and II activities that occurred during the 2018-19 academic year

- Time engaged in an activity during the academic year must be reported within the service dates for that year.
- UCSC's 2018-19 academic year began on September 22, 2018 and ended on June 13, 2019.
- Effort (hours) reported within the academic year will count towards the 312-hour threshold.

When reporting hours on an activity that occurred during the 2018-19 academic year, enter a start date that is on or after 9-22-2018 and an end date that is on or before 6-13-2019.

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

- Time engaged in an activity during the summer must be reported within the summer term.
- The summer timeframes that apply to the 2018-19 reporting period are July 1, 2018 – September 21, 2018 and June 14, 2019 – June 30, 2019.
- Effort (hours) reported within a summer period will not count towards the 312-hour threshold unless the faculty member is receiving additional summer salary compensation from the University*.

When reporting hours on an activity that occurred during summer 2018, enter a start date that is on or after 7-1-2018 and an end date that is on or before 9-21-18.

When reporting hours on an activity that occurred during summer 2019, enter a start date that is on or after 6-14-2019 and an end date that is on or before 6-30-2019.

*During the summer period, academic-year faculty do not have restrictions on the number of days for Category I and Category II activities unless the faculty member is receiving additional summer salary compensation from the University. If summer payments are from an extramural fund source, please check with the funding agency regarding their policies.

If an academic-year faculty member receives additional summer compensation, the limit on Category I and II activities is the equivalent of eight hours per week during the period in which such compensation is received. The 312-hour maximum during the academic year is distinct and separate from the equivalent of eight hours per week during the period in which summer compensation is received.

Academic-year faculty will use the "Summer Hours Info" section in OATS to manage and report the Category I and Category II activities they engage in while receiving summer salary.