Tips for Reporting Effort on an Activity: 2019-20 Reporting Period

Log into OATS. Click to Fiscal Year 2019-20 to view your Activities list. Locate the activity and click on 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 11-2-2019 to 12-3-2019; 20 hours 1-10-2020 to 1-31-2020; etc.

Academic-Year Faculty: How to report effort on Category I and II activities that occurred during the 2019-20 academic year.

- 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 2019-20 academic year:
enter a start date that is on or after 9-21-2019 and an end date that is on or before 6-11-2020.

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

*Faculty are not required to report effort on their Category I and II activities during periods when they are not receiving University summer salary. (Disclosure and prior approval still apply.) 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. When University summer salary is from an extramural fund source, please check with the funding agency regarding their policies. Faculty receiving extramural funding may not exceed limitations on outside professional activities imposed by the funding sources, including effort rules.

Academic-year faculty will use the Summer Hours Info section in OATS to enter the number of days for each summer month that they will be receiving University summer salary.

- Time engaged in an activity during the summer must be reported within specific months of the summer term. The summer timeframes that apply to the 2019-20 reporting period are:

When reporting hours on an activity that occurred during summer 2019:
July 2019: enter a start date that is on or after 7-1-2019 and an end date that is on or before 7-31-2019.
Aug 2019: enter a start date that is on or after 8-1-2019 and an end date that is on or before 8-31-2019.
Sept 2019: enter a start date that is on or after 9-1-2019 and an end date that is on or before 9-20-2019.

When reporting hours on an activity that occurred during summer 2020:
June 2020: enter a start date that is on or after 6-12-2020 and an end date that is on or before 6-30-2020.