

UC OATS - Outside Activity Tracking System Annual Reporting

Faculty with Category I Outside Activities requiring Prior Approval in 2021-22

(last updated 7/17/22)

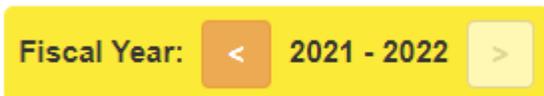
1. Go to: <https://ucsb.ucoats.org/>
2. Click on “**Log in to OATS**” green button



3. Sign in using your UCSBnetID and Password



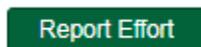
4. Locate the reporting year by clicking arrows as needed



5. Category I activity with prior approval will automatically appear in your summary page.



6. If hours need to be reported for the activity, locate the **Report Effort** button in the Actions column.



7. A modal will pop up asking you to enter the start and end dates and number of hours which you engaged in this activity. Service dates for the 2021-22 academic year are **9/19/21 through 6/10/2022**. Effort reporting within the academic year must fall within these dates. For outside teaching, enter podium hours. The system will calculate preparation time by a factor of 1.33

a. A day is 8 hours. For example, if you engaged in the activity for 10 hours within one day, you need to enter only 8 hours.

b. For summer effort reporting, enter number of hours of activity in each month separately:

Are you reporting effort during: Academic Term Summer Term

Select the month of the summer term:

- Select One --
- July
- August
- September
- June

Click the **Report** button



8. Go through each activity in the list and enter the dates/hours as appropriate.

9. Once all activities for 2021-22 are entered, you may complete annual certification by locating the purple “Annual Certification” button:

ACTIONS: Fiscal Year: < 2021 - 2022 > Enter an Activity Copy Activity Annual Certifications

This will bring up your AC summary. Click on “Not Submitted”

Annual Certification Summary			
Fiscal Year	Submitted Date	Approved Date	Status
2018 - 2019	09/14/2019	10/22/2019	Accepted
2019 - 2020	07/29/2020	08/06/2020	Accepted
2020 - 2021	08/29/2021	09/29/2021	Accepted
2021 - 2022			Not Submitted

Close

Click on the purple button:

Annual Certification for 2021 - 2022 Certify Activities Not Submitted

This will bring up a pop-up:

Certify Activities for Fiscal Year 2021 - 2022

I certify that I have complied with the provisions of APM -025 and have reported all Category I and II activities as required by policy.

Enter your initials to certify: *

Submit Close

Enter your initials and submit.

8. Click the **Report** button

Report

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Close

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