

UC OATS - Outside Activity Tracking System

Faculty with Category I Outside Activities requiring Prior Approval in 2018-19

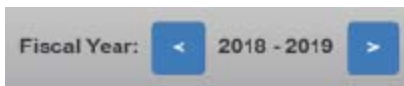
1. Go to: <https://ucsb.ucoats.org/>
2. Click on “**Log in to OATS**” green button



3. Sign in using your UCSBnetID and Password



4. Locate the reporting year by clicking arrows as needed

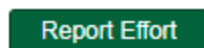


5. Locate the activity on the **Activities** tab.

- a. Your approved activities have been centrally transferred from AP Folio to OATS
- b. Please check the entry for accuracy by clicking on the Cat I Approval button.



- i. If information is not entered correctly or is missing, please stop here and contact June Betancourt in AP, june.betancourt@ucsb.edu or x5728
 - c. Approval obtained for activity commencing before 2018-19 will not show up in OATS.
 - d. Start and end dates will show only the 2018-19 fiscal year but approval might extend beyond.
6. If all looks good, 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 2018-19 academic year are **9/23/18 through 6/14/19**. Effort reporting within the academic year must fall within these dates.

- a. A day is 8 hours. For example, if you engaged in the activity for 10 hours in one day, you need to enter only 8 hours.
- b. For outside teaching, enter the podium hours and the system will calculate preparation time.

8. Click the **Report** button

Report

9. Go through each activity in the list and enter the dates/hours as appropriate following the above steps 5-8.
10. Once all activities for 2018-19 are entered, you may complete 2018-19 annual certification.

Annual Certification 2018