

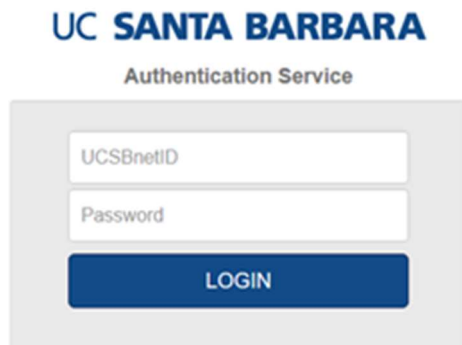
UC OATS - Outside Activity Tracking System

Faculty with Category I Outside Activities requiring Prior Approval in 2019-20

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



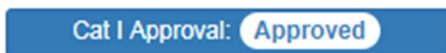
3. Sign in using your UCSBnetID and Password



4. Locate the reporting year by clicking arrows as needed



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



a. Start and end dates will show only the 2019-20 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 2019-20 academic year are **9/22/19 through 6/12/20**. 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



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 2019-20 are entered, you may complete 2019-20 annual certification.

