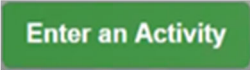


# UC OATS - Outside Activity Tracking System

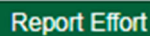
## APM 025 Reporting in OATS – Quick Tips for Faculty Users

### A. General

1. Faculty may engage in Category I (with prior approval) or Category II outside activities throughout a fiscal year. They may choose to enter and report effort towards that activity into OATS on an ongoing basis as the year progresses. At the end of the year, faculty members need to complete an annual certification to “close out” their APM 025 reporting for the year. That annual certification will contain any activities and effort already entered, but faculty may also add information prior to annually certifying. In other words, entering and reporting effort for activities is done separately from annual certification.
2. The reporting of outside activity and the reporting of time spent on that activity are processed as two distinct operations. Faculty should enter each activity within the appropriate fiscal year using the “Enter an Activity” button. Please refer to *Step-by-Step Directions for Faculty* at <https://ap.ucsb.edu/resources.for.department.analysts/oats/training.resources/> for additional details.

A green rectangular button with the text "Enter an Activity" in white.

3. Depending upon the details provided, the system classifies each entry as Category I (subject to time limits and requiring prior approval); Category II (allowed within time limits but without prior approval); or Category III (not required to be reported and not subject to time limits). Entry of activities which involve students must also seek prior approval.
  - a. Entries requiring prior approval should not commence until or unless approval is obtained.
  - b. Student involvement is always entered in the context of entering an activity
4. Time spent engaging in each activity is reported as “effort.” Hours are tracked using the “Report Effort” button:

A green rectangular button with the text "Report Effort" in white.

5. Faculty need only report 8 hours maximum for any single day since they are exempt employees. If fewer than 8 hours are spent in a single day, actual hours may be entered. Examples:
  - a. Faculty spends 10 hours on 9-30-19 and enters 8 hours.
  - b. Faculty spends 3 hours on 10-11-19 and enters 3 hours.
6. If faculty engage in an ongoing activity, effort may be reported any time after the activity has been entered (and/or approved, as needed). Effort reporting does not need to be entered all at once or retrospectively. This makes it easier to submit the end of year APM 025 report.
7. Faculty may report effort spent on specific Cat. I or Cat. II activities in timeframe increments for dates falling within the academic year. Examples:
  - i. 10 hours 11-2-2020 to 12-3-2020 (fall quarter)

ii. 7 hours 4-12-2021 to 4-16-2021 (spring quarter)

8. Faculty jointly appointed in two or more departments fill out and submit one annual report. Forms route serially rather than simultaneously as follows:

Primary Department AP Analyst > Primary Department Chair > Secondary Department AP Analyst > Secondary Department Chair

9. Faculty covered by APM 025 are not required to report compensation (unless faculty is also a Dean or full-time faculty administrator). OATS automatically populates “uncompensated” in the “type” field and \$0 for “Earnings” on the Annual Certification form:

Annual Certification 2018 - 2019: Goodall, Jane

ANNUAL CERTIFICATION DETAILS NOTES

Faculty who are only subject to APM 025 are not required to report compensation. Earnings will always populate as \$0.

Activity Label	Organization Type	Organization Name	Activity Type(s) / Role(s)	Student Involvement	Current Hrs / Earnings
Nature Reserve	non-profit	Nature Reserve	Consulting or testifying as an expert or professional witness (Cat. 2)	No	83\$0.00
Income #	Type	Check/Transaction #/ Number of Shares	# of Reported Hours	\$ Amount Threshold	Date(s) Worked
624596	Uncompensated		35	0.00	10/1/2018/ 11/30/18
N					
Income #	Type	Check/Transaction #/ Number of Shares	# of Reported Hours	\$ Amount Threshold	Date(s) Worked
624596	Uncompensated		48		02/1/2019/ 04/30/19

Faculty who are only subject to APM 025 are not required to report compensation. OATS auto fills this field as "Uncompensated" for APM 025 faculty.

## B. Academic-Year Effort Reporting

- Time engaged in an activity during the academic year must be reported within the service dates for that year. For 2020-21, UCSB's academic year is **9-27-2020 through 6-11-2021**. For 2021-22, the academic year is **9-19-2021 through 6-10-2022**.
  - Please enter a **start date that begins on or after** the academic year start date and that **ends on or before** the academic year end date
    - For 2020-21, enter a start date on or after 9-27-2020 and an end date on or before 6-11-2021.
    - For 2021-22, enter a start date on or after 9-19-2021 and an end date on or before 6-10-2022.
- Effort (hours) reported within the academic year will count towards the 312-hour (39 day) limit. **Exceptions to exceed this threshold are not permitted.**

## C. Summer Reporting Requirements

- Cat. I, Cat. II and student involvement during the summer are subject to APM 025 prior approval and conflict of commitment reporting requirements.

2. Effort (time) reporting for Cat. I and Cat. II activities must be done if the faculty member is receiving additional summer salary compensation from the University. UC policy allows for a maximum of eight hours of outside activity for each week during which summer salary is received.
  - a. If summer payments are from an extramural fund source, please check with the funding agency regarding their policies.
  
3. Time engaged in an activity during the summer is separate and distinct from time during the academic year. Hours reported within a summer period will not count towards the 312-hour academic year threshold. Time thresholds cannot be combined or moved from one period to the other.
  
4. Faculty should track effort (time) in OATS for the days during which summer salary is received. **Days during which faculty do not receive summer salary are not subject to effort (time) reporting.**
  
5. Time spent on summer outside activity must be reported within the summer term. A reporting period's "summer term" spans the beginning of UCSB's fiscal year (starting on July 1, all of Aug, and part of Sept) as well as the last few weeks of June of that fiscal year:
  - a. Summer term for 2020-21 reporting period is 7-1-2020 through 9-27-2020 and 6-12-2021 through 6-30-2021
    - i. When reporting hours on a summer activity from the **beginning of 2020-21**, enter a start date on or after 7-1-2020 and an end date on or before 9-26-20.
    - ii. When reporting hours on a summer activity during **June 2021**, enter a start date on or after 6-12-2021 and an end date on or before 6-30-2021.
  - b. Summer term for 2021-22 reporting period is 7-1-2021 through 9-18-2021 and 6-11-2022 through 6-30-2022
    - i. When reporting hours on a summer activity from the **beginning of 2021-22**, enter a start date on or after 7-1-2021 and an end date on or before 9-18-2021.
    - ii. When reporting hours on a summer activity during **June 2022**, enter a start date on or after 6-11-2022 and an end date on or before 6-30-2022.
  
6. Unlike academic year effort reporting, in summer, time must be reported in non-overlapping months. For example, a single activity occurring between 7/25/2019 and 8/03/2019 would be entered for July separately from August:

Podium Hours:\*  Yes  No

# of Hours:\*   
Enter hours performed for this activity.

Notes:

Start Date:\*

End Date:\*    
If needed, revise dates that apply to this activity.  
 End date must not be higher than 2020-06-30

Podium Hours:\*  Yes  No

# of Hours:\*   
Enter hours performed for this activity.

Notes:

Start Date:\*

End Date:\*    
If needed, revise dates that apply to this activity.  
 End date must not be higher than 2020-06-30