UC OATS - Outside Activity Tracking System

APM 025 – Summer Salary Set Up – July 2022 *(last updated 7/17/2022)*

System-wide Summer Reporting guide: https://info.ucoats.org/pages/faculty-sumhours-025
Campus-based guide: Quick Tips for Faculty Users available at the UC OATS Training Resources page.
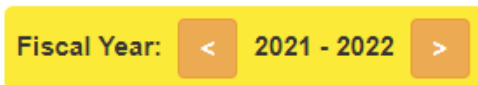
Conflict of commitment policies are in effect whether outside professional activity (OPA) takes place during the academic year or during the summer (see APM 025.8c). This means that prior approval for Category I activities and for student involvement is required and Category II activities must be reported.

If receiving summer salary, faculty must also 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.***
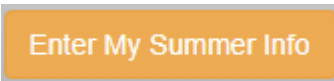
- The number of hours available for outside professional activities is dependent upon whether you receive summer salary. UC policy allows for a maximum of eight hours of outside activity for each week during which summer salary is received.
  - Summer salary may be paid out a maximum of 3/9ths or 57 days (19 days/month). See Red Binder VI-10
- A "summer period" crosses the end of one fiscal year and the beginning of the next; for example, June 2022 is in FY 2021-22 while July, Aug, and Sept 2022 are in FY 2022-23.

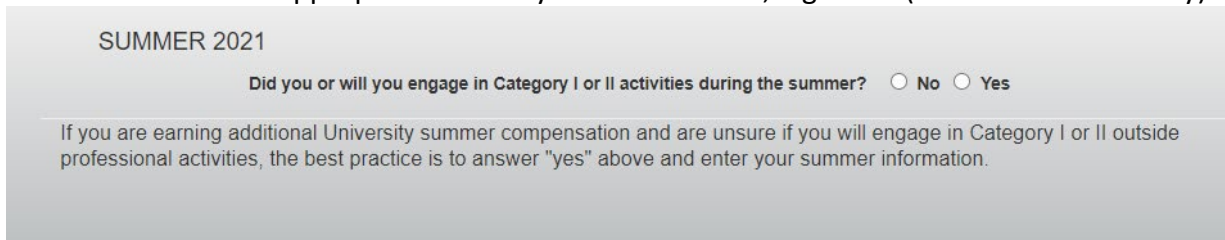**To set up summer salary entry:**

1) Locate reporting year:

> **Fiscal Year:** `<` **2021 - 2022** `>`

2) Locate Summer Hours Info button:

> **Enter My Summer Info**

   If you are unsure of your summer salary, please review with your home department and/or ORU staff.

3) Answer Yes or No as appropriate for the year in the modal, e.g. 2021 (if not entered already):

> **SUMMER 2021**
>
> Did you or will you engage in Category I or II activities during the summer?   ○ No ○ Yes
>
> If you are earning additional University summer compensation and are unsure if you will engage in Category I or II outside professional activities, the best practice is to answer "yes" above and enter your summer information.

   If "No," please review the message and you're finished.
   If "Yes," then you will be asked if you will be receiving summer salary; if "No," you're finished.

SUMMER 2021

Did you or will you engage in Category I or II activities during the summer?   ○ No ● Yes

Did you or will you receive additional University summer compensation while engaging in Category I or II activities?
● No ○ Yes

At this time, you are not required to report additional University summer compensation information, you may click the "Update Summer Info" button below to save and close.

NOTE: In the event that you did or will engage in Category I or II activities while receiving additional University summer compensation, you will be required to revisit the Summer Info interface, update your additional University summer compensation information, and report effort for the appropriate activities.

If you answer "Yes" to both questions, then a modal will open. Enter days paid out per month:

SUMMER 2021

Did you or will you engage in Category I or II activities during the summer?   ○ No ● Yes

Did you or will you receive additional University summer compensation while engaging in Category I or II activities?
○ No ● Yes

Instructions: Enter the number of days each month over the summer term that you will receive additional University summer compensation. The information reported below will determine the allowable hours of outside professional activities within the summer periods which fall between July 1, 2021 - June 30, 2022 of this reporting period. The 39-day (312 hours) maximum during the academic year is distinct and separate from summer time limits (APM 025-8-c).

	Jun 12-30 2021	Jul 01-31 2021	Aug 01-31 2021	Sep 01-18 2021
Work days available:	13	22	22	13
Days receiving additional University summer compensation (required):	-- This field is required.	-- This field is required.	-- This field is required.	-- This field is required.
Hours available for OPA while receiving additional University summer compensation:	--	--	--	--

The system will calculate the number of hours available for outside activities, for example in July, which had 22 weekdays: 22/5 = 4.4 days; 4.4 x 8 hrs = 35.2

4) Toggle backward and forward between fiscal years using these buttons on the left and right, e.g.:

Summer 2022 >

5) Click Update Summer Salary button to record your entry:

Update Summer Salary

6) In order to report time for the summer as well as for the academic year, see the Quick Tips for Faculty Users guide available at the UC OATS Training Resources page.