UC OATS - Outside Activity Tracking System

APM 025 – Summer Salary Set Up – July 2021 (last updated 7/1/2021)

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 the summer salary draw. 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 2021 is in FY 2020-21 while July, Aug, and Sept 2021 are in FY 2021-22.

To set up summer salary entry:

1) Locate reporting year:

   ![ Fiscal Year: < 2020 - 2021 > ]

2) Locate Summer Hours Info button:

   ![ Summer Hours Info ]

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

3) Toggle backward and forward between fiscal years using these buttons on the left and right.

   ![ Summer 2020 ]

4) Select “Yes” for summer salary:

   ![ Summer 2021 ]

   Are you drawing salary for summer? ○ No ○ Yes
5) This opens up summer months as shown below. Enter days paid out per month:

<table>
<thead>
<tr>
<th></th>
<th>June 12-30</th>
<th>July 01-31</th>
<th>August 01-31</th>
<th>September 01-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working days available</td>
<td>13</td>
<td>22</td>
<td>22</td>
<td>13</td>
</tr>
<tr>
<td>Enter days receiving salary</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Hours available for OPA while receiving salary</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

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

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

7) 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.