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](image)

2) Locate Summer Hours Info button:

![Enter My Summer Info](image)

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](image)

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

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; $4.4 \times 8 \text{ hrs} = 35.2$

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.