You are working in Approver View rather than "Faculty's View" (which is used for your own annual certification)

Sign-off on Faculty Annual Certification Reports

When you are ready to review the Annual Certification Reports for the faculty in your department:
1. Log into OATS at https://ucsb.ucants.org/
2. Click to Fiscal Year 2020-21
3. Click on ANNUAL CERTIFICATIONS and filter "In queue (Without Activities)"
4. Bulk approve these records by “Sign rows that are checked”

Annual Certification: Sign rows that are checked

You are about to sign 3 forms.
4. Next, filter “In queue (With Activities)”

5. Click on Annual Certification Form (blue/yellow field) for each faculty member with activities.

6. Review and Mark As Accepted (or Return to Reviewer or Faculty as needed); and Submit Action for each faculty record:

Annual Certification 2020 - 2021: faculty name (Department Chair)

<table>
<thead>
<tr>
<th>Activity Type(s) / Role(s)</th>
<th>Number of Hours Against the Threshold</th>
<th>Leave Without Pay (When?)</th>
<th>Description of Activity</th>
<th>Nature of Relationship</th>
<th>General Description of Business/Agency/Organization/Group/Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consulting or testifying as an expert or professional witness (Cat. 2)</td>
<td>40.00</td>
<td></td>
<td></td>
<td>Consultant</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># of Reported Hours</th>
<th>Date(s) Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>40.00</td>
<td>2020-10-05 / 2021-01-05</td>
</tr>
</tbody>
</table>

I certify that I have complied with the provisions of APM 1026 and have reported all Category I and II activities as required by policy.

The approver’s signature affirms the form was received and reviewed. Corrective actions should be implemented for time reports (days) that are above the annual limit and for unapproved Category I activities.

Faculty member: faculty name Date: 10/20/2021 11:18:41

N.B. Information disclosed herein is a public record under the California Public Records Act Rev 1/1/14
7. Notify your department manager when you have certified all of the required Annual Certifications.

I.u. 12/19/21