UC OATS - Outside Activity Tracking System

APM 025 – Summer Salary Set Up – July 2020

System-wide Summer Reporting guide: [https://info.ucoats.org/pages/faculty-sumhours-025](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 2020 is in FY 2019-20 while July, Aug, and Sept 2020 are in FY 2020-21.

To set up summer salary entry:

1) Locate reporting year:

![Fiscal Year: 2019 - 2020](image)

2) Locate Summer Hours Info button:

![Summer Hours Info](image)

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

3) As we transition to the new summer module, you may need to set up both Summer 2019 and Summer 2020 separately using these buttons:

![Summer 2020](image)

4) Select “Yes” for summer salary:
5) Enter days paid out per month:

The system will calculate the number of hours available for outside activities, for example in July:
23/5 = 4.6 days; 4.6 x 8 hrs = 36.8

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

Update Summer Salary

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. Please refresh your browser to ensure you are viewing the latest 2020 version.