

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>

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.***

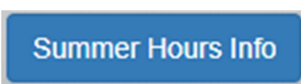
- The number of hours available for outside professional activities is dependent upon the summer salary draw. UC policy allows for a maximum of eight hours of outside activity for each week during which summer salary is received.
 - Summer salary may be paid out a maximum of 3/9ths or 57 days (19 days/month). 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:

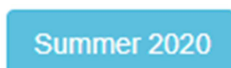


- 2) Locate Summer Hours Info button:



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:



- 4) Select “Yes” for summer salary:

Summer 2020

Are you drawing salary for summer? No Yes

5) Enter days paid out per month:

Summer 2019				
Are you drawing salary for summer? <input type="radio"/> No <input checked="" type="radio"/> Yes				
	June 15-30	July 01-31	August 01-31	September 01-21
Working days available	10	23	22	15
Enter days receiving salary	<input type="text" value="2"/>	<input type="text" value="23"/>	<input type="text" value="22"/>	<input type="text" value="10"/>
Hours available for OPA while receiving salary	3.2	36.8	35.2	16

The system will calculate the number of hours available for outside activities, for example in July:
 $23/5 = 4.6$ days; $4.6 \times 8 \text{ hrs} = 36.8$

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.