

UC Outside Activity Tracking System (UC OATS)

Academic Year (AY) Faculty → *Tips for Reporting Effort for an Outside Professional Activity*

2023-2024 Reporting Period → *July 1, 2023 – June 30, 2024*

❖ GENERAL EFFORT REPORTING INFORMATION

Refer to the UC OATS [Reporting Effort \(Academic Year Faculty\)](#) article for general instructions on how to report hours on outside professional activities.

- UCD's 2023-24 academic year service period began on September 25, 2023 and ended on June 13, 2024.
- Effort (hours) reported within the academic year will count towards the 312-hour threshold.
- One day = 8 hours **or** 6 Podium hours when teaching is involved
 - ✓ Upon entering effort in UC OATS, and when appropriate, selecting "Podium Hours" will automatically convert the number of hours entered to the associated Podium Hours.
 - ✓ If you engaged in the activity for 3 hours in one day, report 3 hours. If you engaged in the activity for 10 hours in one day, only report 8 hours.
- For accurate reporting, record the timeframe for each instance you spent time on a Category I or II activity during the reporting period. **Effort can be reported multiple times for each activity to provide specific details about when engagement occurred:**

Example: [30 hours 11-02-2023 to 12-03-2023](#); [20 hours 01-10-2024 to 01-31-2024](#); etc.

Time engaged in an activity during the academic year must be reported within the service period of the reporting year:

When reporting hours for an activity that occurred during the **2023-24 academic year**, choose "Academic Term" and enter a start date that is on or after 9-25-2023 and an end date that is on or before 06-13-2024.

❖ SUMMER EFFORT REPORTING INFORMATION

Refer to the UC OATS [Entering Summer Salary Information](#) article for general instructions on how to enter summer salary information.

Do I need to "Enter My Summer Info"?

- Faculty who "certify no activities" will not be prompted to enter summer information.
- Academic-year faculty who have outside professional activities to report **will need to update** "Summer Info 2023" twice. Once to cover the months of July, August, September 2023 and the second to cover the month of June 2024 prior to certifying and submitting their annual report.
 - ✓ Faculty who did not engage in Category I or II activities during the summer period while receiving summer salary will answer "no" when updating summer info for 2023. (See below for the summer months that are included in the 2023-2024 reporting period.)
 - ✓ Faculty are only **required to enter summer salary** information if they engaged in a Category I or II activity **while** receiving University Summer Compensation (e.g., summer research salary, summer session teaching).

Reporting Summer Hours

Faculty report effort for each summer month that they received summer salary while engaging in a Category I or II activity. Hours must be reported within **specific months** of the summer term.

When reporting hours on an activity that occurred during the **2023-24 summer reporting period**, choose "Summer Term" and report hours for each month that you engaged in a Category I or II activity while receiving summer salary. For example:

- ✓ **July 2023:** enter a start date that is on or after 7-01-2023 and an end date that is on or before 7-31-2023.
- ✓ **Aug 2023:** enter a start date that is on or after 8-01-2023 and an end date that is on or before 8-31-2023.
- ✓ **Sept 2023:** enter a start date that is on or after 9-01-2023 and an end date that is on or before 9-24-2023.
- ✓ **June 2023:** enter a start date that is on or after 6-15-2024 and an end date that is on or before 6-30-2024.