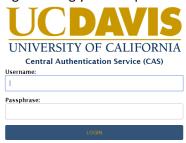
# 2020-2021 ANNUAL CERTIFICATION INSTRUCTIONS UC OUTSIDE ACTIVITY TRACKING SYSTEM (UC OATS)

Reviewing Annual Certifications as a Dept. Approver or Dean Approver

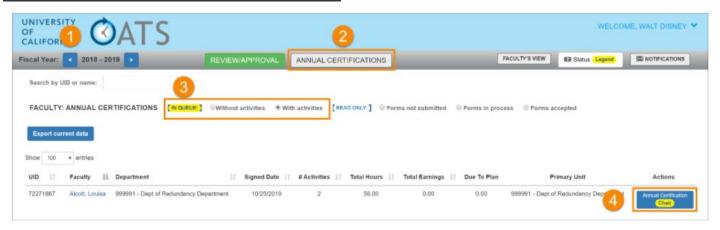
- 1. Go to: <a href="https://ucdavis.ucoats.org/">https://ucdavis.ucoats.org/</a>
- 2. Click on "Log in to OATS".



3. Sign in using your campus Username and Passphrase.



## To review and approve annual certification reports:



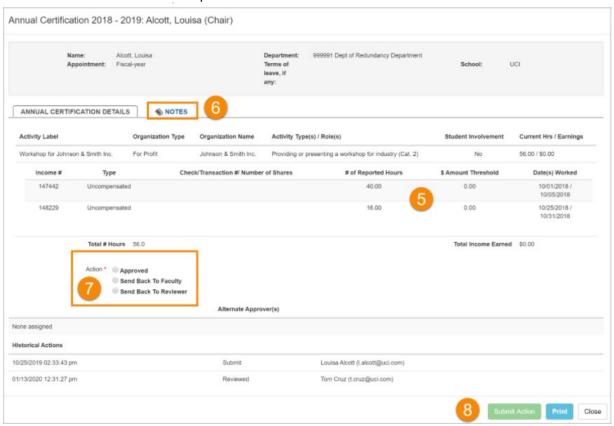
- 1. Go to the "Fiscal Year" indicator and click the back arrow to go to the previous fiscal year.
- 2. Click on the "Annual Certification" button.
- 3. Annual certification reports are divided into two queues: "Without Activities" and "With Activities." Select a queue.

"Without activities" queue: you have the ability to <u>025 – bulk review</u> annual certification reports or <u>671 – bulk review</u> annual certification reports. As an "Approver," if you notice that someone is reporting they did not engage in outside professional activities, but you recall differently, <u>do not</u> move their Annual Certification forward. Please follow up/check in with the person to see if perhaps this was an oversight. Based on what you find out, either return the report or move it forward.

## "With activities" queue:

4. Click on each annual certification report (blue box with yellow highlighted "Department or Dean Approver").

5. Review the annual certification report:



- 6. Check the "Notes" tab for additional information and attachments.
- 7. Scroll to the bottom of the form to see available actions.

#### **Actions:**

- ✓ Approved Select "Approved" if the report is ready to be sent to the next level of review and approval, if applicable.
- ✓ **Send Back to Faculty** Select this option if further information is needed by the faculty member in order for you to make a decision.
  - When this option is selected, a "Note" field will appear. Enter a detailed reason why the report is being returned to the faculty member and what you would like that faculty member to do. *Include your name in the comment box so the faculty member will know who returned the form.* Once the faculty member makes the corrections and resubmits the form, it will process through the approval workflow again.
- ✓ **Send Back to Reviewer** Select this option to return the report to the reviewer in your department/unit. Enter detailed notes regarding the reason for return and what you would like the reviewer to do. *Include your name in the comment box so the reviewer will know who returned the form.*
- 8. Click the green "Submit Action" button.

How do I check to make sure all of our department/unit faculty submitted their annual certification reports? How do I confirm the status of their annual reports?

Toggle to fiscal year 2020-2021 and make sure you're on the "Annual Certifications" tab.

Fiscal Year: 

Check out the filters in the "READ ONLY" section where you can choose different reports:

**Export current data** 

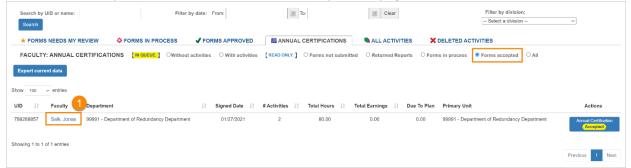
Notice, there is also an "Export current data" button that can be used with any of the filtered reports.

<u>Forms not submitted</u> – This report displays a list of faculty members who have not submitted their annual certification report.

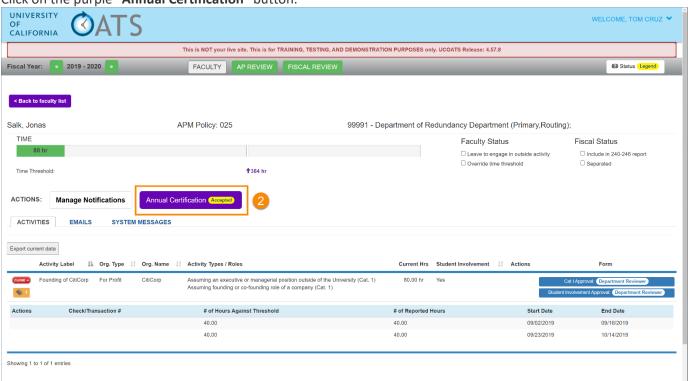
<u>Forms in process</u> – This report displays a list of annual certification reports that have been submitted and are processing through the approval workflow.

<u>Forms accepted</u> – This report displays annual certification reports that have received final acceptance. To view or download a PDF version of the annual certification report:

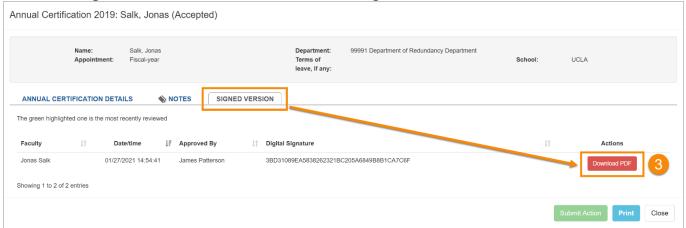
1. Click on the faculty member's name to view the faculty details page.



2. Click on the purple "Annual Certification" button.



3. Click on the "Signed Version" tab to view and download the signed annual certification form.



<u>All</u> – This report will show the full list of faculty within your unit. You can see who have submitted their annual certification forms and who have not yet submitted (NA status). Selecting the radio button "Forms Not Submitted" will list faculty who have not yet submitted their Annual Certification reports.

#### What if I notice a faculty member is not listed for our department/unit?

On a monthly basis we import new faculty to UC OATS. However, if you notice someone is missing that should be included, please send an email to the UC OATS Help Desk (oats-help@ucdavis.edu) and include:

• The faculty member's name, email address, and UCPath employee ID.

## **Additional Resources**

- Please note many step-by-step instructions are provided for entering items in UC OATS and can be found here: https://academicaffairs.ucdavis.edu/annual-certification
- For questions regarding APM 025 or APM 671 policies, please begin by contacting individuals listed for the department. Not sure who to ask? Check out the "Contacts for UC OATS" web page. If a department reviewer is unable to assist, please reach out to the dean's office for guidance. If a dean's office reviewer or approver is unable to provide guidance, they are encouraged to reach out to their Academic Affairs Manager.
- Technical questions related to UC OATS should be sent to: <a href="mailto:oats-help@ucdavis.edu">oats-help@ucdavis.edu</a>

Faculty and Specialists in Cooperative Extension (CE) are required to have their annual reports submitted and routed to the deans' offices by 11/17/2021. Deans' offices are required to have their review of annual reports completed by 12/17/2021. Based on these deadlines, Deans' offices may implement their own deadlines in order to meet the campus deadlines for completing annual certification reports.