

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: <https://ucdavis.ucoats.org/>

2. Click on "Log in to OATS".

Log in to OATS

3. Sign in using your campus Username and Passphrase.

UCDAVIS
UNIVERSITY OF CALIFORNIA
Central Authentication Service (CAS)

Username:

Passphrase:

LOGIN

To review and approve annual certification reports:

UNIVERSITY OF CALIFORNIA OATS

WELCOME, WALT DISNEY

Fiscal Year: 2018 - 2019 REVIEW/APPROVAL ANNUAL CERTIFICATIONS FACULTY'S VIEW Status Legend NOTIFICATIONS

Search by UID or name:

FACULTY: ANNUAL CERTIFICATIONS IN QUEUE Without activities With activities READ ONLY Forms not submitted Forms in process Forms accepted

Export current data

Show 100 entries

UID	Faculty	Department	Signed Date	# Activities	Total Hours	Total Earnings	Due To Plan	Primary Unit	Actions
72271887	Alcott, Louisa	999991 - Dept of Redundancy Department	10/25/2019	2	56.00	0.00	0.00	999991 - Dept of Redundancy Dep	Annual Certification Chair

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 [025 – bulk review annual certification reports](#) or [671 – bulk review 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, do not 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:

Annual Certification 2018 - 2019: Alcott, Louisa (Chair)

Name: Alcott, Louisa
Appointment: Fiscal-year

Department: 999991 Dept of Redundancy Department
Terms of leave, if any:

School: UCI

ANNUAL CERTIFICATION DETAILS **NOTES** **6**

Activity Label	Organization Type	Organization Name	Activity Type(s) / Role(s)	Student Involvement	Current Hrs / Earnings
Workshop for Johnson & Smith Inc.	For Profit	Johnson & Smith Inc.	Providing or presenting a workshop for industry (Cat. 2)	No	56.00 / \$0.00

Income #	Type	Check/Transaction #/ Number of Shares	# of Reported Hours	\$ Amount Threshold	Date(s) Worked
147442	Uncompensated		40.00	0.00	10/01/2018 / 10/05/2018
148229	Uncompensated		16.00	0.00	10/25/2018 / 10/31/2018

Total # Hours: 56.0

Total Income Earned: \$0.00

Action * ☒ Approved
☐ Send Back To Faculty
☐ Send Back To Reviewer **7**

Alternate Approver(s)

None assigned

Historical Actions

10/25/2019 02:33:43 pm	Submit	Louisa Alcott (l.alcott@uci.com)
01/13/2020 12:31:27 pm	Reviewed	Tom Cruz (t.cruz@uci.com)

8 Submit Action Print Close

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: < **2020 - 2021** > REVIEW/APPROVAL **ANNUAL CERTIFICATIONS**

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

FACULTY: ANNUAL CERTIFICATIONS **IN QUEUE:** ☐ Without activities ☒ With activities **[READ ONLY:]** ☐ Forms not submitted ☐ Forms in process ☐ Forms accepted

Export current data

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

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

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

Forms accepted – 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.

Search by UID or name: Filter by date: From: To: Clear Filter by division:

★ FORMS NEEDS MY REVIEW ✱ FORMS IN PROCESS ✓ FORMS APPROVED 📄 ANNUAL CERTIFICATIONS 🌿 ALL ACTIVITIES ✖ DELETED ACTIVITIES

FACULTY: ANNUAL CERTIFICATIONS **IN QUEUE** ☐ Without activities ☐ With activities **READ ONLY** ☐ Forms not submitted ☐ Returned Reports ☐ Forms in process **Forms accepted** ☐ All

[Export current data](#)

Show 100 entries

UID	Faculty	Department	Signed Date	# Activities	Total Hours	Total Earnings	Due To Plan	Primary Unit	Actions
788288857	Salk, Jonas	99991 - Department of Redundancy Department	01/27/2021	2	80.00	0.00	0.00	99991 - Department of Redundancy Department	Annual Certification Accepted

Showing 1 to 1 of 1 entries

Previous 1 Next

2. Click on the purple “Annual Certification” button.

UNIVERSITY OF CALIFORNIA **UCOATS** WELCOME, TOM CRUZ

This is NOT your live site. This is for TRAINING, TESTING, AND DEMONSTRATION PURPOSES only. UCOATS Release: 4.57.8

Fiscal Year: < 2019 - 2020 > FACULTY AP REVIEW FISCAL REVIEW Status Legend

< Back to faculty list

Salk, Jonas APM Policy: 025 99991 - Department of Redundancy Department (Primary, Routing);

TIME 80 hr Time Threshold: 384 hr

Faculty Status ☐ Leave to engage in outside activity ☐ Include in 240-248 report ☐ Override time threshold ☐ Separated

ACTIONS: [Manage Notifications](#) **Annual Certification Accepted**

ACTIVITIES EMAILS SYSTEM MESSAGES

[Export current data](#)

Activity Label	Org. Type	Org. Name	Activity Types / Roles	Current Hrs	Student Involvement	Actions	Form
CLOSE Founding of CitiCorp	For Profit	CitiCorp	Assuming an executive or managerial position outside of the University (Cat. 1) Assuming founding or co-founding role of a company (Cat. 1)	80.00 hr	Yes		Cat 1 Approval: Department Reviewer Student Involvement Approval: Department Reviewer

Actions	Check/Transaction #	# of Hours Against Threshold	# of Reported Hours	Start Date	End Date
		40.00	40.00	09/02/2019	09/16/2019
		40.00	40.00	09/23/2019	10/14/2019

Showing 1 to 1 of 1 entries

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

Annual Certification 2019: Salk, Jonas (Accepted)

Name: Salk, Jonas Department: 99991 Department of Redundancy Department School: UCLA
Appointment: Fiscal-year Terms of leave, if any:

ANNUAL CERTIFICATION DETAILS NOTES **SIGNED VERSION**

The green highlighted one is the most recently reviewed

Faculty	Date/time	Approved By	Digital Signature	Actions
Jonas Salk	01/27/2021 14:54:41	James Patterson	3BD31089EA5838262321BC205A6849B8B1CA7C6F	Download PDF

Showing 1 to 2 of 2 entries

Submit Action Print Close

All – 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: oats-help@ucdavis.edu

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.