

UC OATS - Outside Activity Tracking System

2021-22 Reporting Period – Tips for Reporting Effort for an Outside Professional Activity:

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

- A day is 8 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. **You can report effort multiple times on each activity:**

Example: [30 hours](#) 11-02-2021 to 12-03-2021; [20 hours](#) 01-10-2022 to 01-31-2022; etc.

➤ **Academic-Year Faculty: How to report effort on Category I and II activities that occurred during the 2021-22 academic year.**

- UCD's 2021-22 academic year service period began on September 20, 2021 and ended on June 9, 2022.
- Effort (hours) reported within the academic year will count towards the 312-hour threshold.

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 **2021-22 academic year**, choose "Academic Term" and enter a start date that is on or after 9-20-2021 and an end date that is on or before 06-09-2022.

➤ **Academic-Year Faculty: How to report effort on Category I and II activities that occurred during the summer period.**

Do I need to "Enter My Summer Info"?

1) Faculty who "certify no activities" will not be prompted to enter summer information.

2) Academic-year faculty who have outside professional activities to report **will need to update** "Summer Info 2021" **AND** "Summer Info 2022" 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 2021 and 2022. (See below for the summer months that are included in the 2021-22 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).

Instructions are available on the UC OATS [Entering Summer Salary Information](#) article.

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.

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

When reporting hours on an activity that occurred during the **2021-22 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 2021:** enter a start date that is on or after 7-01-2021 and an end date that is on or before 7-31-2021.
- ✓ **Aug 2021:** enter a start date that is on or after 8-01-2021 and an end date that is on or before 8-31-2021.
- ✓ **Sept 2021:** enter a start date that is on or after 9-01-2021 and an end date that is on or before 9-19-2021
- ✓ **June 2022:** enter a start date that is on or after 6-10-2022 and an end date that is on or before 6-30-2022.