

2022-2023 ANNUAL CERTIFICATION REPORTING INSTRUCTIONS

UC OUTSIDE ACTIVITY TRACKING SYSTEM (OATS)

Deans and Full-time Faculty Administrators Reporting Activities

Steps to take in UC OATS:

1. Go to: <https://ucdavis.ucoats.org>

2. Click the green “Log in to OATS” button:

Log in to OATS

3. Sign in using your campus Username and Passphrase.

UC DAVIS
UNIVERSITY OF CALIFORNIA
Central Authentication Service (CAS)

Username:

Passphrase:

LOGIN

4. Click the “Faculty’s View” button:

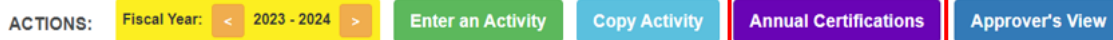


5. Toggle backwards to Fiscal Year 2022-2023 for the reporting period (7/1/2022—6/30/2023). Please review your workspace to be sure all of the activities you engaged in are reported. **Policy requires that all compensated and uncompensated OPA is reported. If you need to enter an activity,** instructions are here:

Subject to APM 025 (General Campus): <https://info.ucoats.org/pages/faculty-adding-025>

Subject to APM 671 (Schools of Health): <https://info.ucoats.org/pages/faculty-adding-671>

6. Once all of your activities are entered, click the purple “Annual Certifications” button:



7. An “Annual Certification Summary” window opens, for Fiscal Year 2022-2023 click the “Not Submitted” button (might be purple or orange):

Annual Certification Summary

Fiscal Year	Submitted Date	Approved Date	Status
2023 - 2024			Forthcoming
2022 - 2023			Not Submitted
2021 - 2022	10/27/2022	03/05/2023	Accepted
2020 - 2021	10/19/2021	02/08/2022	Accepted
2019 - 2020	10/27/2020	01/03/2021	Accepted
2018 - 2019	10/21/2019	10/28/2019	Accepted

Close

8. A new “Annual Certification 2022-2023” window opens. Review the statement in the light green area. When ready, enter your initials and click the purple “Submit Annual Certification” button.

Annual Certification for 2022 - 2023 ← Back to your workspace

Annual Certification: Details and Confirmation for Fiscal Year 2022 - 2023

Review your Annual Certification details below. If needed, click 'Back to your workspace' to make changes.

Otherwise, enter your initials, and click 'Submit Annual Certification' below.

Enter your initials: Submit Annual Certification

ANNUAL CERTIFICATION DETAILS NOTES HISTORICAL ACTIONS

Activities

9. A new window opens with a message confirming that the annual certification is complete. Click the “Close” button. Once the window closes, you are back on the current fiscal year workspace.

Annual Certification Complete

Congratulations, you have completed your Annual Certification.
Click the 'Close' to continue.

Close

Another way to confirm successful submission is by reviewing the purple “Annual Certification 2022-2023” button. The button includes the location where the report is currently awaiting review. For example, this button shows “Provost Reviewer”:

Fiscal Year: < 2023 - 2024 > Enter an Activity Copy Activity Annual Certifications 2022 - 2023
Provost Reviewer Approver's View

10. Congratulations on submitting your annual certification report! If interested, more information can be found here: [Annual Certification Information](#).