

UC OATS-Outside Activities Tracking System

Tips for Reporting Effort on an Activity: 2020-2021 Reporting Period

Log into OATS. Click to **Fiscal Year 2020-21** to view your **Activities** list. Locate the activity and click on

Report Effort

A form will pop up and you will enter the start and end dates and number of hours which you engaged in this activity.

- 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.

Example: 30 hours 11-2-2020 to 12-3-2021; 20 hours 1-10-2020 to 1-31-2021; etc.

Academic-Year Faculty: How to report effort on Category I and II activities that occurred during the 2020-21 academic year.

- UC Merced's 2020-21 academic year began on August 19, 2020 and end on May 14, 2021.
- 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 dates of the reporting year:

When reporting hours on an activity that occurred during the **2020-21 academic year:** enter a start date that is on or after **8-19-2020** and an end date that is on or before **5-14-2021**.

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

*Faculty are not required to report effort on their Category I and II activities during periods when they are not receiving University summer salary. (Disclosure and prior approval still apply.) **If an academic-year faculty member receives additional summer compensation, the limit on Category I and II activities is the equivalent of eight hours per week during the period in which such compensation is received.** When University summer salary is from an extramural fund source, please check with the funding agency regarding their policies. Faculty receiving extramural funding may not exceed limitations on outside professional activities imposed by the funding sources, including effort rules.

Academic-year faculty will use the [Summer Hours Info](#) section in OATS to enter the number of days for each summer month that they will be receiving University summer salary.

Time engaged in an activity during the summer must be reported within **specific months** of the summer term. The summer timeframes that apply to the **2020-21 reporting period** are:
July 1, 2020 – August 19, 2020 and May 17, 2021 – June 30, 2021.

When reporting hours on an activity that occurred during summer 2020:

July 2020: enter a start date that is on or after **7-1-2020** and an end date that is on or before **7-31-2020**.

Aug 2020: enter a start date that is on or after **8-1-2020** and an end date that is on or before **8-19-2020**.

When reporting hours on an activity that occurred during summer 2021:

May 2021: enter a start date that is on or after **5-17-2021** and an end date that is on or before **5-31-2021**.

June 2021: enter a start date that is on or after **6-1-2021** and an end date that is on or before **6-30-2021**.