

HSCP Annual Certification (for approvers)

Basics

- **Compliance with APM 671:** Faculty are responsible for submitting annual reports of all Category I and II outside professional activities (OPA) and compensation earned from such activities (or the lack thereof) to the Department Chair. [APM 671-6-b-(6)]
- **Pending Approval Forms:** Faculty will not be able to complete the annual certification *until all* prior-approval forms (e.g., Category I, exceed threshold) have been approved and all payments due the Plan have been settled.

Getting Started

1. **Log into OATS:** Log into OATS using your e-mail address as your user name and your password. You can log in to the UC OATS website by visiting the following link: <https://ucsd.ucoats.org>

Reviewing Annual Certification Forms

2. **Use the arrow buttons** to navigate to the fiscal year reporting period for which you are approving annual certifications. Then **click the ANNUAL CERTIFICATIONS tab.**

The screenshot shows the OATS interface with the 'ANNUAL CERTIFICATIONS' tab selected. Below the navigation bar, there are filters for 'APPROVAL PENDING', 'APPROVED', and 'ALL ACTIVITIES'. The main content area displays a table of activities with columns for Request Approval Type, Faculty, Activity Types / Roles, Label, Submission Date, and Form. Two entries are visible, both with 'Category I Department Approver' buttons.

Note: if you don't see the screen above, you may be in the Faculty view. Click on the blue **Approver's View** button to see the Approver View.

The screenshot shows the 'SUMMARY' and 'TIME' sections of the OATS interface. The 'SUMMARY' section includes fields for Earnings Reported, Owed To Plan, and Paid To Plan. The 'TIME' section includes fields for Time Reported and Time Threshold. The 'EARNINGS' section includes fields for Earnings Threshold and Earnings Reported. The 'Approver's View' button is highlighted with a red box.

3. Once you are in the Annual Certification screen, you can use the radio buttons to select filtered views of annual certification forms:

The screenshot shows the filter options in the OATS Annual Certification screen. The filter options are: Not Submitted, In queue (With No Activities), In queue (With Activities), In process, and Accepted. The 'In process' option is selected.

- Not Submitted: *Waiting for faculty to certify*
- In queue (with no activities): *Pending your approval – no OPA*
- In queue (with activities): *Pending your approval – with OPA*
- In process: *Pending submission or review by department reviewer*
- Accepted: *Approved by Chair/Director*

4. To review and approve forms in your queue with no activity, **select the “In queue (With No Activities)” radio button.** You can *bulk* approve all forms from faculty who did not engage in any outside professional activity. **Check the box in the header row** to select all forms and **click the “Sign rows that are checked” button.** This will approve all the annual certification forms that were checked.

The screenshot shows a table of annual certification forms with columns for UID, Faculty, Department, Signed Date, # Activities, Total Hours, Total Earnings, Due To Plan, and Actions. A red box highlights the 'Sign rows that are checked' button at the bottom of the table.

5. To review annual certification forms with activities, **select “In queue (With Activities).”** Then **click the Annual Certification button** to review an *individual* faculty report. Click [here](#) for more detailed instructions on how to approve annual certifications. if you have any questions, send an e-mail to: hs-ucosats@ucsd.edu

The screenshot shows a table of annual certification forms with columns for UID, Faculty, Department, Signed Date, # Activities, Total Hours, Total Earnings, Due To Plan, and Actions. A red box highlights the 'Annual Certification' button in the Actions column for the first row.