



Annual Certification with Category I Activities (for faculty who engaged in OPA that required prior approval)

Basics

- **Compliance with APM 671:** Faculty are responsible for submitting annual reports of all Category I and II activities and compensation earned from such activities (or the lack thereof) to the Department Chair. [APM671-6-b-(6)]
- **Pending Approval Forms:** You will not be able to complete the annual certification *if* you have prior-approval forms (e.g., Category I, exceed threshold) that are pending approval or payments that are due the Plan.

Getting Started

1. **Log into OATS:** Log into OATS using MyAccess: OATS will be listed as an application you can select; clicking on the application name will open a new browser and take you directly into the OATS system.
2. **Use the arrow buttons** to navigate to the fiscal year for which you are completing your certification (i.e., reporting period).

3. If you received approval to engage in a Category I outside professional activity (OPA) prior to June 5, 2019, the activity has been preloaded into your OATS account.

4. **Click the dark green Report Earnings/Effort button** to enter time and earnings associated with the approved Category I activity. Click [here](#) for detailed instructions on reporting earnings/effort.

5. If you have engaged in additional Category I or II activities during the reporting period, enter them by **clicking the green Enter an Activity button**. (Click [here](#) for detailed instructions on entering activities. Please note that any additional Category I requests will need to be fully approved before you can complete your Annual Certification. Click [here](#) for a list of required documentation to be included with any Category I prior approval requests.

6. Once all activities for the reporting period have been entered and approved, **click the purple Annual Certification button**.



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Outside Professional Activities

7. You will see the list of the activities you entered here. Review and confirm the list is accurate. Once confirmed, **click the purple Certify Activities button**.

Annual Certification for 2017 - 2018 **Certify Activities** Pending [Back to your summary page](#)

ANNUAL CERTIFICATION DETAILS NOTES HISTORICAL ACTIONS

Activities
You already certified 2 reported activities for the fiscal year 2017 - 2018.

Activity Label	Organization Type	Organization Name	Activity Type(s) / Role(s)	Student Involvement	Current Hrs / Earnings	
Bulpen trainer for SF Giants pitchers	For Profit	San Francisco Giants	Consulting for for-profit entity (Cat. 2)	No	10.00 / \$10,000.00	
Income #	Type	Check/Transaction #	Number of Shares	# of Reported Hours	\$ Amount Threshold	Date(s) Worked
90020	Cash (Check/EFT)			10.00	\$10,000.00	09/25/2017 / 11/04/2017
MLB Health Lectures	For Profit	Major League Baseball	Consulting for for-profit entity (Cat. 2)	No	200.00 / \$0.00	
Income #	Type	Check/Transaction #	Number of Shares	# of Reported Hours	\$ Amount Threshold	Date(s) Worked
72171	Uncompensated			200.00	0.00	07/01/2017 / 06/30/2018

Certification

8. **Enter your initials** in the text box in the popup window to certify your compliance with the Health Sciences Compensation Plan.

Certify Activities for Fiscal Year 2017 - 2018

I certify that I have complied with the provisions of the University of California Health Sciences Compensation Plan, the School of Medicine Health Science Compensation Plan Implementing Procedures, and my department's bylaws for the Plan regarding limitations on the retention of earnings and the time spent in outside professional activities.

Enter your initials to certify: *

Submit Close

9. **Click the green Submit button** to submit the annual certification.

You have completed the Annual Certification Process!