

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

Basics

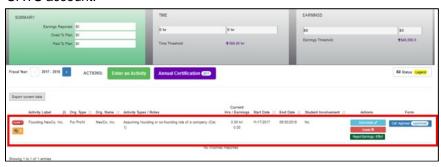
- Compliance with APM 671: Faculty are responsible for submitting annual reports of all Category I and II activities and compensation earned from such activities (or the lack thereof) to the Department Chair. [APM 671-6-b-(6)]
- Pending Approval Forms: You will <u>not</u> be able to complete the annual 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

- 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).



 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 <u>here</u> 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.

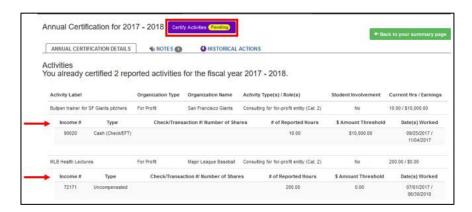




Annual Certification with Category I Activities (for faculty who engaged in OPA that required prior approval)

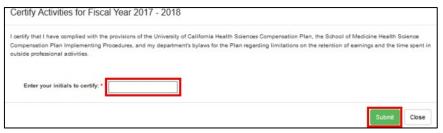
Outside Professional Activities

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**.



Certification

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



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

You have competed the Annual Certification Process!