

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 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.

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. The 'Fiscal Year' is set to '2018 - 2019'. Below the filters, there are buttons for 'APPROVAL PENDING', 'APPROVED', and 'ALL ACTIVITIES'. The 'ACTIVITIES: APPROVAL PENDING' section shows a table with columns: Request Approval Type, Faculty, Activity Types / Roles, Label, Submission Date, and Form. Two forms are listed:

Request Approval Type	Faculty	Activity Types / Roles	Label	Submission Date	Form
Category I	Lasiell, Rupert	Assuming founding or co-founding role of a company (Cat. 1)	New Startup Business	04/10/2019	Category I Department Approval
Category I	Kahno, Frida	Employment outside the University (Cat. 1)	Peyton's 24hr Dental Clinic	03/13/2019	Category I Department Approval

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 'Approver's View' summary screen. It has three main sections: SUMMARY, TIME, and EARNINGS. The SUMMARY section shows 'Earnings Reported: \$0', 'Owed To Plan: \$0', and 'Paid To Plan: \$0'. The TIME section shows '0 hr' for both 'Time' and 'Time Threshold', with a note 'Time Threshold: 364.00 hr'. The EARNINGS section shows '\$0' for 'Earnings' and 'Earnings Threshold'. At the bottom, there are buttons for 'Enter an Activity' and 'Approver's View'.

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 'FACULTY: ANNUAL CERTIFICATIONS' filter forms section. It contains five radio buttons: 'Not Submitted', 'In queue (With No Activities)', 'In queue (With Activities)', 'In process', and 'Accepted'. The 'In process' radio button 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. The table has columns: UID, Faculty, Department, Signed Date, # Activities, Total Hours, Total Earnings, Due To Plan, and Actions. The 'Actions' column contains 'Annual Certification Department Approval' buttons. A red box highlights the 'Sign rows that are checked' button at the bottom of the table.

UID	Faculty	Department	Signed Date	# Activities	Total Hours	Total Earnings	Due To Plan	Actions
<input type="checkbox"/>	88888876 Li, Maya	999991 - OATS Training Dept	03/13/2019	0	0.00	0.00	0.00	Annual Certification Department Approval
<input type="checkbox"/>	88888875 Novelo, Antonia	999991 - OATS Training Dept	03/13/2019	0	0.00	0.00	0.00	Annual Certification Department Approval
<input type="checkbox"/>	88888887 Salk, Jonas	999991 - OATS Training Dept	03/13/2019	0	0.00	0.00	0.00	Annual Certification Department Approval
<input type="checkbox"/>	88888881 Stanton, Elizabeth	999991 - OATS Training Dept	03/13/2019	0	0.00	0.00	0.00	Annual Certification Department Approval
<input type="checkbox"/>	88888883 Wu, Chien-Shung	999991 - OATS Training Dept	03/13/2019	0	0.00	0.00	0.00	Annual Certification Department Approval

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.

The screenshot shows the same table of annual certification forms as above. A red box highlights the 'Annual Certification Department Approval' button in the 'Actions' column for the first row.