# November 2022

**Instructors**
Brent Seifert, J.D.
&
Andrea Young

**Date & Time**
Friday, November 18, 2022
12 p.m. – 1 p.m.

**Register Here:**
**https://bit.ly/OATSAD1118**

**Target audience:**
UC Davis Health
Administrators

# OATS for Administrators

The UC Outside Activity Tracking System (OATS) is a web-based application through which all University of California faculty must report outside activities and income, in accordance with UC conflict of commitment policies. This virtual training is a hands-on overview of the OATS system.

Administrators have additional responsibilities when it comes to annual and case-specific approvals for Outside Professional Activity (OPA) reporting. This training will provide an overview of the approvals process for administrators in the UC Outside Activity Tracking System (OATS). This virtual training is a hands-on overview of how the OATS review and approvals process works.

After completing this training participants will be able to:

- Navigate their administrator view in OATS
- Review, approve, and deny the Annual Outside Professional Activities Reports in OATS
- Review, approve, and deny requests for Category 1 approval
- Review, approve, and deny requests for overages on time or income thresholds
- Easily check the status of reports and requests in OATS

For questions regarding registration or the sessions please contact Andrea Young at:
**hs-ucdhsfacultydevelopment@ucdavis.edu**

**Please Note**
This session will be hosted via Zoom
Links will be sent to all registrants before the session