Dear Compensation Plan members,

Our campus is transitioning to a new online application for tracking outside professional activities ("OATS" – Outside Activity Tracking System), which is now available via MyAccess. For information on how to log-on to MyAccess click **here**.

User guides, training videos, and other resources for OATS are available **here**. Starting in June 2019, there will be additional communications to all HSCP members, including instructions for completing the annual certification of outside professional activities.

Effective May 1, 2019, Plan Participants who engage in outside professional activities that require prior approval, (category I activities and requests to exceed the time or earnings thresholds), will be required to use OATS to submit their requests. .

All Plan Participants will report their FY19 outside professional activities in OATS; the deadline for completing the annual certification will be September 30, 2019.

Policy questions (APM 671) should be directed to your Department Manager or to **Bonnie Johnson** in the School of Medicine Dean's office.

Technical questions about OATS, e.g. difficulty logging in, record not found, etc., should be directed to the OATS Project Team at **OATSProject@ucsf.edu**.

Additional Resources:
- The **OATS page** on the VPAA Academic Affairs website has been updated with a number of resources and additional resources are also available on the **UC OATS website**.
- **Tutorials** - Short video tutorials on OATS
- **User Guides** - Provides information on the full system functionality available in UC OATS *Note: some OATS features may not be in use at UCSF.*
- **Policy Primer (APM 671)** - Slide deck summary of Outside Professional Activities policy

Best,
Elena Fuentes-Afflick, MD, MPH
Vice Dean for Academic Affairs