Outside Activity Report

New Employee Benefits Orientation

Topics

- ✓ Purpose
- ✓ OAR Submission Timeline
- ✓ OAR Location
- ✓ Logging In
- ✓ OAR Completion
- ✓ Going Forward

Purpose

✓ The Outside Activity Report (OAR) provides an account of collateral employment while holding a position at the university.

✓ University employees may engage in collateral employment and activities consisting of service within the university that is outside the scope of the individual's normal employment or outside the university during the normal work week so long as it is approved in advance and does not represent a conflict of commitment. Collateral employment and activities must be reported and approved whether performed more or less than one day per week.

OAR Submission Timeline

- The Outside Activity Report (OAR) *must* be completed by all new employees.

- *Must* be completed annually by all staff and faculty (at 50% FTE or greater) by June 10 of each year.

- *Must* be completed within 30 days if a change occurs during the scope of employment between online yearly submissions.

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OAR Location

- The OAR can be submitted online or a paper form can be completed if online access is not available.
  - The online form is located at: https://webcentral.uc.edu/oar/index.cfm
  - The manual form submission can be downloaded at: http://webcentral.uc.edu/oarpublic/oardownload.doc or contact your supervisor for a paper copy.

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Logging In: Username

❑ The username for the OAR is known as an employee's 6+2.

  ❑ Generally consists of the first six letters of an employee's last name, first initial of the first name, and the first initial of the last name.

  ❑ May differ from the general rule due to the number of letters in the last name or due to conflicts with other employees with the same last name, first initials of the first and middle name.

  ❑ The 6+2 can be verified for you if it is not known to you.

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Logging in Information: Password

- ❑ The password is defaulted as Uc! followed by the eight digit date of birth in the MMDDYYY format.
  - ❑ For example, if the date of birth of an employee is May 12, 1972, the default password will be: Uc!05121972.
  - ❑ The username and password is also known as a user's central login credentials. This set of credentials is used for many programs at UC which may include Microsoft Outlook, Blackboard, Collage Content Management System, as well as a wide variety of other programs.
  - ❑ Any issues concerning logging in or with a password must be direct to University of Cincinnati Information Technology (UCIT) at (513) 556- HELP (4357).
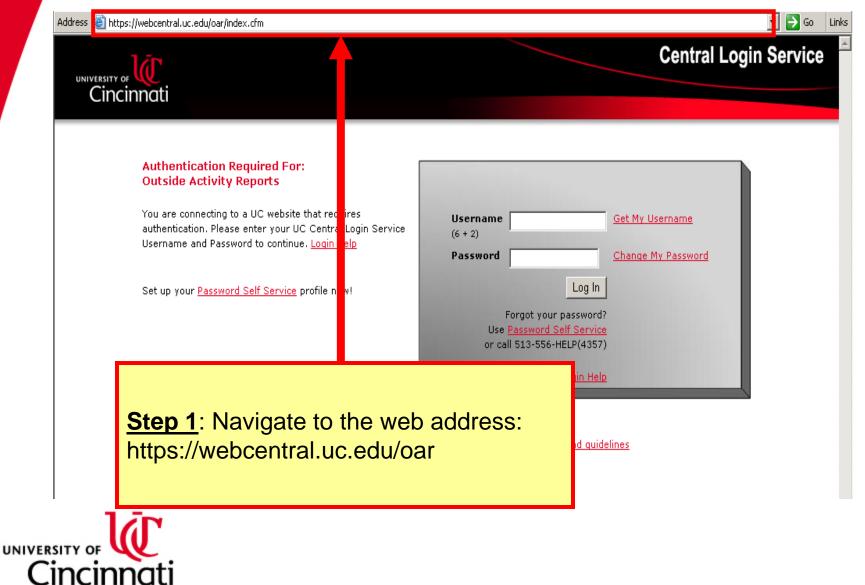
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Logging In Information: Username and Password

❑ You will need to change your initial password the first time you logon. The new password must be 8 characters long, include one capital letter or special character (!,@,# etc.), one lower case letter, and one number.

❑ All username and password issues or inquires should be directed to the UCIT help desk at (513) 556-(HELP) 4357 .

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Logging In

Step 1: Navigate to the web address: https://webcentral.uc.edu/oar
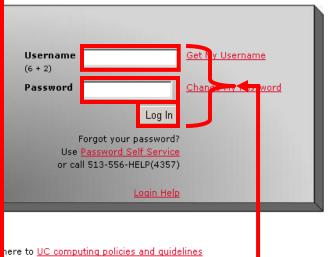
Logging In

Contact UCIT at 556-4357 for with any password issues.

Step 2: Complete the **Username** and **Password** fields, next click **Log In**. The username consists of the user's 6+2 and the password is the central login password.
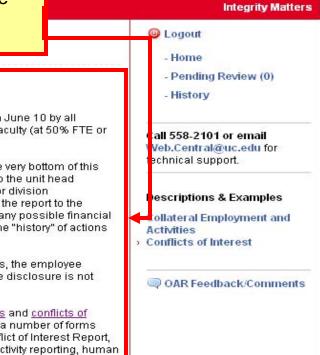
OAR Completion

Activity Reports

l Employment and Conflicts of Interest

Integrity Matters

- Logout
  - Home
  - Pending Review (0)
  - History

Call 558-2101 or email Web.Central@uc.edu for technical support.

Descriptions & Examples

Collateral Employment and Activities
› Conflicts of Interest

OAR Feedback/Comments

INTRODUCTION

This annual report covering the prior twelve months must be submitted no later than June 10 by all University of Cincinnati full-time salaried and hourly employees as well as adjunct faculty (at 50% FTE or greater).

Draft reports saved online for later editing prior to final submission will appear at the very bottom of this home page. Employees may print out their report at the time of online submission to the unit head responsible for the first level of review/approval. The unit head as well as the dean or division administrator responsible for the second level of review will either approve or return the report to the employee with an explanation of any issues involving proposed collateral activity or any possible financial conflicts of interest that need to be resolved. Employees will have access to an online "history" of actions taken for each oar report.

If significant changes occur in an individual's activities between annual submissions, the employee should complete a new online report prior to undertaking a new activity or, if advance disclosure is not possible, no later than 30 days following the change.

Please review the descriptions and examples of collateral employment and activities and conflicts of interest before proceeding to the report form. This oar report is designed to replace a number of forms including University Forms A-128, A-128(a), A-128(b), V.3, Sponsored Services Conflict of Interest Report, and IRB Conflict of Interest Reporting Forms that were used previously for outside activity reporting, human subjects research reporting, and sponsored research reporting.

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OAR Completion

First Annual Employee oar Due June 10, 2008   tters

Welcome Kevin Newman

OUTSIDE ACTIVITIES AND/OR FINANCIAL RE

Collateral Employment and Activities

1. Answer Yes if either of the following situations apply:

   a. Do you currently receive pay for work done outside the scope of your normal UC employment or do you expect to receive such pay in the coming year? Answer "Yes" even if the only pay for work outside normal employment was for service inside the University.

   b. Do you currently have or do you expect to have in the coming year unpaid activities outside the scope of your normal UC employment that are so extensive or scheduled in a way that the time required might interfere with performance of your UC responsibilities? Answer "No" if none or if the only such activity was uncompensated volunteer service outside the University that did not involve any conflict with your UC employment.

   ○ YES   ○ NO

Conflict of Interest

1. Have you received outside compensation from any agen...
   paid work that you perform for UC?
   ○ YES   ○ NO

2. In consulting or other outside employment have you use...
   involve a conflict of interest with assigned University resp...
   ○ YES   ○ NO

Call 558-2101 or email
Web.Central@uc.edu for
technical support.

Descriptions & Examples

› Collateral Employment and Activities
› Conflicts of Interest

💬 OAR Feedback/Comments

Click on the **Collateral Employment and Activities** and the **Conflict of Interest** links for assistance with questions.

Step 5: Answer each question. Continue scrolling down the web page to complete all questions.

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OAR Completion

6. Employees who are engaged in **research** should answer "Yes" if any of the following situations apply. Answer "No" if you are not engaged in research or if none of the situations apply.

   a. Do you or does any member of your family have a financial interest (including consulting) with a business enterprise or entity that funds or sponsors your university-based research or scholarly activity?

   b. Do you or does any member of your *family* have a director or managerial role or a *financial interest* with a business enterprise or entity in your field of research or scholarly activity?

   c. Do you have or are you applying for research funding from a source or entity in which you have a significant financial interest that would reasonably appear to be affected by the

... or others collaborating in your
... ich you are aware?
... esearch protocol approved by the

... aged in research or none apply)

Save

Step 6: After each question has been answered, click **Save**.

OAR Completion

Welcome Kevin Newman   ⏻ **Logout**

Step 7: Click **Next** upon the receipt that the form has been successfully saved. The final step will include an affirmation, additional comments, and submission.

OUTSIDE ACTIVIT

Collateral Employment a

1. Answer Yes if eith r of t

  a. Do you curren ly receive pay for work done outside the scope of your normal UC employment or do you expect to receive ~~such pay in the coming year? (answer "Yes" even if the only pay for work~~ outside normal employ

  b. Do you curren ly have o scope of your ormal U required migh interfere the only such activity wa involve any co flict with

○ YES   ◉ NO

Conflict of Interest

1. Have you received outside compensation from any agency or individual seeking to profit from paid work that you perform for UC?

Close

✔️ Form Saved Successfully!

Based on your responses, your submission requires **1** additional step(s).

  1. Affirm, provide any additional comments & Submit

Please click the Next button to continue to the next step.

Next

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nail
Web.Central@uc.edu for technical support.

criptions & Examples
lateral Employment and ivities
flicts of Interest

OAR Feedback/Comments

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OAR Completion

AFFIRMATION

☑ In submitting this report, I affirm that the information provided is true to the best of my knowledge. I also affirm that if at any time in the coming year I undertake additional collateral employment and activities and or have a potential conflict of interest I will submit an updated Outside Activity Report.

Comments:

Submit

Call 558-2101 or email
Web.Central@uc.edu for technical support.

Descriptions & Examples

› **Collateral Employment and Activities**
› **Conflicts of Interest**

💬 OAR Feedback/Comments

Step 8: Read and place a check mark in the box to the left of the affirmation statement. Enter appropriate comments, which may be required based on previous answer selections. Click **Submit** when completed.

it's all **UC**

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OAR Completion

First Annual Employee oar Due June 10, 2008   **Integrity Matters**

⏻ Logout

- Home

The Form has been successfully submitted!

- Pending Review (0)

- History

Call 558-2101 or email
Web.Central@uc.edu for
technical support.

Step 9: Click **Logout** when
completed.

Descriptions & Examples

› Collateral Employment and
Activities
› Conflicts of Interest

💬 OAR Feedback/Comments

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Going Forward

- The OAR will be completed each year of employment.

- Complete a new OAR within 30 days if the status of collateral employment changes during the year.

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