Completing the form for Your Appointment(s)

You will receive the current year’s Outside Activity Report (OAR) guidelines and deadlines, and the link for the OAR e-Form from the UW-Stevens Point Human Resources Office.

1. You will receive an email for each appointment you hold which needs an OAR.

2. Review the University of Wisconsin System OAR Guidelines and this job aid.
   a. Prepare any attachments needed to upload to the form.
   b. When ready, complete the form.

   The form may be started and saved, if needed, prior to submitting.

3. Upon clicking the link for the e-Form, login using your UW-Stevens Point login information.

4. Give the system a moment to login.

5. The Outside Activity Report displays.

   Your name, department, title, FTE, classification, and supervisor will be prepopulated on the form.
6. Complete your outside activity acknowledgment.

If activities are chosen, information boxes will populate. Follow the Outside Activity Guidelines for which options to choose and how to document activities.

a. If reporting activities, upload any attachments as applicable.

Note: If you have remuneration in which the business’ name must be omitted from the form, speak with your supervisor and Dean/Director prior to submitting the form. Only if omitting the business’ name: When completing the form, type your Dean/Director’s last name within the remuneration section, then choose them from the drop down which appears.

7. Add any additional comments to address any conflicts.

8. Print the form if you would like a copy for your records.

Note: Once a form is submitted, it cannot be accessed by the submitters or approvers.

9. Submit the form.

**Supervisor Review and Acknowledgement and Dean/Director Approvals**

Once an employee completes the form, supervisors will receive a notification that an OAR has been completed. Supervisors are responsible for:

1. Reviewing for accuracy and/or discuss any outside activity concerns.

   a. As needed: Note any resolution of conflicts or other comments in the comment section.
2. Affirm the review within the eForm system.

Note: The supervisor field for this eForm is pre-populated based on an employee’s current supervisor. If you were not the supervisor in 2020: As the current supervisor, you are responsible for reviewing and discussing any activity for 2020. As needed, consult with an individual’s previous supervisor before approving the form.

Dean/Director Approval

If an individual omits a business’ name for a remuneration activity, the form needs Director/Dean level approval. Once the form is submitted, the Dean/Director will receive an email notification to review and approve the form. Use the above supervisor review and acknowledgement steps to review at the Dean/Director level.

If a Dean/Director receives the Outside Activity Report in error, they may still approve the remuneration.

Knowledge Base

A supervisor knowledge base is also available for the forms. This allows supervisors to review all completed OARs for those within their department.

2. Navigate to the “HR” tab at the top of the window.
   a. To approve any/all OARS: In the lower tab strip: Click the “My HR Tasks” or “Report Outside Interests and Activities” tab to view current tasks.
   b. To view all completed forms for your direct reports: Click the “Report Outside Interests and Activities” tab to view current tasks.
      i. If an individual’s form does not look accurate based on your knowledge, please follow-up with the individual and Human Resources.

Questions?

Contact Human Resources at hr@uwsp.edu or 715-346-2606.