

Outside Activity Report Job Aid



University of Wisconsin
Stevens Point

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.

[eforms] - Report on Outside Activities and Interests Form

Human Resources-UWSP
To: Schaufenbuel, Lisa
Thu 4/23/2020 12:04

Employee: Schaufenbuel, Lisa
Job Title: ASSOC DIR. HUMAN RESOURCES/S FTE: 1
Department: HUMAN RESOURCES

Please complete your Outside Activities and Interests form (linked below). You will either confirm you have no outside activities to report, or you will specify those you need to report.

[Your Outside Activities and Interests Form](#)

Please complete this form by May 9, 2020.

If you have any questions, please contact us.

Human Resources
UWSP
HR@uwsp.edu
(715) 346-2606

ROAI-20200423-00018259

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.

Authentication Required

https://eforms.uwsp.edu is requesting your username and password.

User Name:

Password:

OK Cancel

4. Give the system a moment to login.

You are being logged in to eforms.uwsp.edu.....

5. The Outside Activity Report displays.

Your name, department, title, FTE, classification, and supervisor will be prepopulated on the form.

University of Wisconsin
Stevens Point

Report on Outside Activities and Interests
Faculty, Academic Staff, and Limited Appointment Report on Outside Activities and Interests
(see report under: [WIS Administrative Code § 1001.8.020](#))

Employee: Schaufenbuel, Lisa
Department: HUMAN RESOURCES
Position: ASSOC DIR. HUMAN RESOURCES
Percent University Appointment: 100%
Class: Faculty
Supervisor: Schaufenbuel, Lisa

Activities

Check ☐ No Activities to Report
☐ I have read the guidelines and do not have any remunerative outside activities or associations with organizations in my field.
☐ Remunerative
☐ I have received not remuneration for professional outside activities in my field of professional interest (e.g., consulting, research, teaching, writing, etc.).
☐ Remunerative Investigative
☐ I have received compensation from a nonemployment sponsor of university research, teaching, or training for which I am a principal investigator.
☐ Office and Boardwork
☐ I am my immediate family served as an officer, director, or trustee for a business or other organization related to my field of academic interest or professional specialization. (No identification need be made of professional associations, boards, or charitable, religious, fraternal, community services, or political organizations.)
☐ Ownership Interests
☐ I or my immediate family owned or controlled at least 10% of the outstanding equity of a business or other organization related to my field.

Comments

I hereby certify that my submission is true and correct to the best of my knowledge. I understand that a false statement may be grounds for discipline up to and including termination.

Save and Close

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.

Activities	
Check	
<input type="checkbox"/>	No Activities to Report I have read the guidelines and do not have any remunerative outside activities.
<input type="checkbox"/>	Remuneration I have received net remuneration for professional outside activities in my field.
<input type="checkbox"/>	Remuneration - Investigator I have received compensation from a nongovernmental sponsor of university research.
<input type="checkbox"/>	Offices and Directorships I or my immediate family served as an officer, director, or trustee for a business, society, trust, or charitable, religious, social, community service, or political organization.
<input type="checkbox"/>	Ownership Interests I or my immediate family owned or controlled at least 10% of the outstanding equity of a business.

- 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.

NOTE: If you believe that you should not publicly identify an organization for some reason (e.g., if revealing the name would be damaging to the organization's legitimate competitive interests), discuss omission of said group with your dean or director before completing this form. Once you've had that discussion and the dean or director affirms you don't have to list the organization, identify them, and they will be directed to affirm that they agree organization should not be listed. Be sure to list any remuneration sources that you do not have permission to omit.

Dean or Director - Only identify if omitting an organization

7. Add any additional comments to address any conflicts.

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

Employee Submission	
<p>I hereby certify that my submission is true and correct to the best of my knowledge. I understand that a false statement may be grounds for discipline up to including termination.</p> <p>9 <input type="button" value="Submit"/> <input type="button" value="Cancel Changes"/></p>	<p>7 Comments</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p>8 <input type="button" value="Save and Close"/> <input type="button" value="Print"/></p>

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

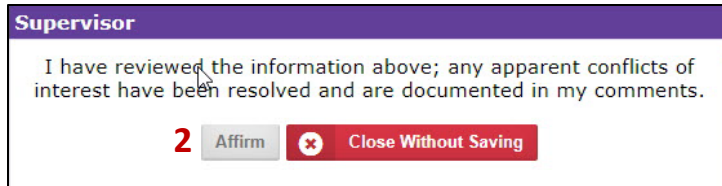
9. Submit the form.

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.



The screenshot shows a window titled "Supervisor" with a purple header. The main text area contains the statement: "I have reviewed the information above; any apparent conflicts of interest have been resolved and are documented in my comments." Below this text are two buttons: a grey button labeled "2 Affirm" and a red button labeled "Close Without Saving" with a red 'X' icon.

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.

1. Visit: <https://eforms.uwsp.edu>.
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.