Completing the form for Your Own 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, and classification 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 Chair/direct supervisor and Dean/Director prior to submitting the form. 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 and Dean/Director Approvals**

Starting in 2020, the direct supervisor approval is not required. The Dean/Director needs to approve an Outside Activity Report only if a Faculty or Staff member had remuneration activities and omits the business’ name from the report.

Once an employee completes the form, supervisors can review the completed form for accuracy or to discuss any outside activities by visiting: [https://eforms.uwsp.edu](https://eforms.uwsp.edu) (see below for further instructions). If an individual omits a business’ name and thus the form needs approval, once the form is submitted, the Dean/Director will receive an email notification to review and approve the form.
For an OAR which needs approval, the individual chosen by the employee to review for approval will receive an email indicating approval is needed. As an approver of the form, once the email is received, click the link in the email notification to review and affirm the form.

Starting in 2020, a supervisor knowledge base is also available for the forms. This allows supervisors to review all completed OARs for those within their department.

To view your knowledge base:

1. Visit: [https://eforms.uwsp.edu](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.