Colleagues,

Each year, we ask all faculty, academic staff, and limited appointees with appointments of 50% or more, to report on Outside Activities (according to Board of Regent and UW System guidelines, UWS Chapter 8.025, and the Wisconsin Administrative Code).

Additionally, while University Staff are not required to complete the Outside Activity Form, we ask that they read the Code of Conduct (RPD 20-22) and all employees read the policy on Employee Relationships with Educational Loan Lenders (RPD 13-4).

This year the UW-System Office of Compliance and Integrity has chosen to streamline and centralize this process. These requests and notices for those required to submit an Outside Activity Report will come to you from UW-Shared Services.

On April 1, all employees required to submit an Outside Activity Report (OAR) will receive a message with instructions to complete the OAR from uwsytemhr@uwss.wisconsin.edu. Please see the attachment to this email titled “Action Required – Outside Activity Reporting” for an example of what impacted employees will receive. Those who fail to complete the OAR following the initial notice will receive reminders throughout the month.

The Code of Conduct and Employee Relationships with Educational Loan Lenders policies will also be delivered to your campus email inbox from uwsytemhr@uwss.wisconsin.edu during the month of April with a reminder to familiarize yourself with these policies.

If you have questions while using the process or need technical support, please contact serviceoperations@uwss.wisconsin.edu.

Resources relevant to this message include:

- Conflicts of Interests and Outside Activities web page
- Outside Activity Reporting, Ch. UWS 8, Wisconsin Administrative Code
- Code of Ethics, SYS 1290
- Code of Conduct, Regent Policy Document 20-22
- Institutional and Employee Relationships with Educational Loan Lenders, Regent Policy Document 13-4
Hello NAME,

You are receiving this email because you are required to complete an Outside Activity Report (OAR). Pursuant to Chapter UWS 8 of the Wisconsin Administrative Code, all UW System faculty, academic staff, and limited appointees with half-time appointments or more are required to annually report outside activities for which they receive remuneration or have associations related to their areas of professional responsibility.

ACTION REQUIRED

- If you have outside activities to report for 2020, complete the OAR Form.
- If you have no outside activities to report for 2020, you must still complete the OAR Form.
- This serves as an acknowledgement that you have read the guidelines and certify that you do not have any outside activities to report.
- Complete this outside activity report by April 30, 2021.

RESOURCES

- Instructions: Complete OAR
- OAR Resources and Guidance: OAR Web Page
- Technical Assistance: ServiceOperations@uwss.wisconsin.edu

Sincerely,

UW-Shared Services