UT System Outside Activity Portal Tool Tip Training

REQUESTING PRIOR APPROVAL
Requesting Prior Approval

• Some outside activities require prior approval
  – Outside employment/other compensated activity
  – Service on outside boards
  – Uncompensated activity that may reasonably appear to create a conflict
  – Note: there are exclusions and exemptions. Please review your institution’s policy and policy training materials for more information about the policy requirements.

• Ongoing outside activity requires annual re-approval (This is what Duplicate is for.)

• In general, Requests are for activities that have not yet occurred. (Note: there is a way in the request form to request approval retrospectively.)
To request prior approval

Log in to the UT System Outside Activity Portal at
http://outsideactivity.utsystem.edu

Use the ID that you use every day to log in to your computer

If you are already logged in to the system, you will also find the Request Approval option on your Employee Portal

UT System Outside Activity Portal

REQUEST APPROVAL

MAKE A DISCLOSURE

EMPLOYEE PORTAL

APPROVER PORTAL

Tool Tip!
This page with the icons is also referred to as the “Home Portal”
Making a Request: The Approval Request Form

Your institution’s list of pre-approved activities will appear at the top of this screen.

Begin by selecting the type of activity for which you are requesting prior approval.

Based on your selection, a couple of screening questions may appear. These are to ensure that you do not request approval when it is not required.

Based on your answers, if you need to submit a request, the form will appear.

If you do NOT need to request prior approval you can go to your Employee Portal through the menu at the top right, or simply close your browser window if you are done.

Approval Request Form

Submit one completed form per activity that needs approval. Employees are required to obtain prior approval for themselves before engaging in:

1. outside employment or other compensated activity;
2. service on an outside board; and
3. other outside activity that may reasonably appear to create a conflict of interest or conflict of commitment.

The following activities are considered pre-approved by your institution. They may still require disclosure:

- Service on a federal, state, or local governmental agency committee, panel, or commission.
- Acting in an editorial capacity for a professional journal.
- Reviewing journal manuscripts, book manuscripts, grant or contract proposals.
- Attending and presenting talks at scholarly colloquia and conferences.
- Developing scholarly communications in the form of books or journal articles, reviews, movies, television productions, and similar works, even when such activities result in financial gain, consistent with intellectual property and other applicable U.T. System and institutional policies and guidelines.
- Serving as a committee member, an officer, or board member of a professional or scholarly society.

Prior approval is not required for immediate family members, though disclosure may be required.

The form will time out after 10 minutes and unsaved information will be lost.

What does this question mean? "Appointment" refers to time when you are "actively" employed with UT. The most common example of when you would answer “NO” would be for activities occurring during the summer months when faculty may not have UT responsibilities.

Remember!
Prior approval is needed before engaging in most
- Outside employment or other compensated activity
- Service on outside boards
- Uncompensated activity that may reasonably appear to create a conflict
The Approval Request Form

If you are required to request approval, the form will appear below. There are a number of sections included in the approval form.

The first is the “General” section. Here you will enter basic information about the outside entity and your duties with that entity—this is not information about your UT institution/department or UT responsibilities.

Tool Tip!
Questions marked with a red asterisk (*) are required.

Please carefully enter your entity information because, at this time, entity information cannot be edited or deleted once it has been saved. That functionality will be forthcoming.

If you have already reported activity for an entity in this online application, you can simply select it from the drop down menu, and there will be no need to re-enter the information. This would not include anything done previously on paper forms or through other electronic systems on your campus.

Once you have completed the entity information in the General section, you can elect to Save for Later at the bottom of the form. You must complete the General section first. The form will time out in 10 minutes without saving.
Next will be the “Time” section, where you will provide information about the start date and the amount of time the activity will require.

In this section, you can indicate that this is a request for retrospective approval if you were unable to make the request prior to your start date.

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Remember!
Activities lasting more than one year require annual re-approval.
Double checks to make sure that this is a compensated activity

UT Austin policy requires compensation to be included in a request only if it is above $5,000 total for the entity AND the activity may reasonably appear to create a conflict.

Simply leave the Range dropdown at Not Applicable unless you meet both of those conditions.

Remember!
Compensation includes salary/cash received, as well as things such as travel reimbursements, equity, and in-kind items.

Note: If the activity is uncompensated, then you may need to change the type to “Uncompensated Outside Activity.” Approval for uncompensated activities is only needed if there is a conflict.
The “Compensation” section
Double check to make sure that this is a compensated activity

If you answer “Yes,” you are required to enter a valid numerical amount in at least one “by type” field.

If the activity is uncompensated, then you may need to change the type to “Uncompensated Outside Activity” Approval for uncompensated activities is only needed if there is a conflict.

Tool Tip!
All dollar amounts entered in the tool should use numeric format, WHOLE numbers, and no dollar signs or commas.

Cash or other equivalent: 15400

Type of equity: Not Applicable
You are asked about whether you think this activity may create or reasonably appear to create a conflict. Please note, however, that the final determination of conflict is made by the institution.

You may be required to upload documentation related to this activity. Examples may include contracts, offer letters, etc.

Tool Tip! At any point after you have completed the entity information, you can elect to Save for Later. You can return to the form through the Employee Portal and complete the form at any point. If you have finished the form and think you are ready to submit you can Review and Submit.
This is the Review Request screen. Your request is currently in a saved state.

Possible actions:

- **Edit** – As the Author, you are the only person who can edit your forms

- **Duplicate** – this creates a copy of the request to edit. Useful when most of the information will remain the same—for example, when asking for re-approval for an ongoing activity the next year

- **Save** – you can always save and return to your Employee Portal

If you think you are ready to submit...<next slide>
If you think you are ready to submit your form:

Under the form details is the Validation section. It will either

- Have a list of missing or invalid form fields that you will need to EDIT to correct (action links at the top of the screen)

OR it will say

- “This form has no errors and is OK to submit” and you will be able to Take Action.

- One action available will be Submit. Select it and then route to the appropriate person.

- Another action available will be Delete. Select this option if you no longer wish to make the request.

**Tool Tip!**

Begin typing and names will appear, similar to Outlook or Google/Gmail functionality. BUT the person must have at least signed in to the application one time.

**Note:**

If the person you need to route your request to does not populate as a valid user, you need to send them an email and ask them to sign in to the Outside Activity Portal. Once they have logged in, it may still take up to 12 hours for their identity to be processed and added to the Approvers list. That process will be run at noon and midnight.
Appendix

OVERVIEW OF ACTIONS
User/Requester/Submitter Actions

• **Save for Later** – Saves the form in its current state of completion. It runs some validation checks, but you are not required to fix them in order to save. It takes you to the Review screen. From there you can return to your Employee Portal.

• **Review and Submit** – Runs validation to make sure all required fields are complete.

• Fields must be complete in order to move to the next stage of the process. Additional validation is run once the form is complete and you are taken to the Review screen. A pop-up message will alert you to any errors that must be fixed. You will find the details of any errors at the bottom of the page; they need to be addressed before the form can be submitted. Use Edit to make those changes. You should carefully review the information to make sure it is complete and accurate.

• **Edit** – Opens the form with any completed fields. Edit is not available for a form after it has been submitted or final approved without first recalling the form.

• **Duplicate** – Ongoing activities require annual re-approval and disclosure. Use

CONTINUE
User/Requester/Submitter Actions Continued

• **Recall** – This returns a submitted or Final Approved form to the person who originally submitted it. This is the Ooops! Button. It’s for making edits to a form that you plan to resubmit. Once a form has been recalled, it can be edited. Example: You submitted a request for approval of outside employment that was final approved. However, you realized that you accidently indicated that the outside employment would require 20 hours per week, but you meant 20 hours per month. You need to make that correction and resubmit the form. You recall the request. Make the correction (through the Edit function). And then resubmit.

• **Deactivate** – This action is for the rare instances where you requested and were given approval to engage in an outside activity, but, for whatever reason, the activity never occurred. Example: You made a request to engage in some consulting that you thought would be likely. However, at the end of the year, no consulting for that entity had occurred. You need to deactivate this request.

• **Withdraw** – This action is when the outside employment or board service started but the employee decides to stop the activity before the approved end date. Example: You requested approval for ongoing outside employment. This request was approved and you began working. However, two months later you decide the time commitment is too significant and you are going to cease the outside activity. Withdraw is the correct selection for this scenario.
# Actions for Request Forms

<table>
<thead>
<tr>
<th>Status</th>
<th>New</th>
<th>Saved</th>
<th>Submitted</th>
<th>Final Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Save for Later</td>
<td>Edit</td>
<td>Duplicate</td>
<td>Duplicate</td>
<td></td>
</tr>
<tr>
<td>Review and Submit</td>
<td>Save</td>
<td>Recall</td>
<td>Recall</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delete</td>
<td>Deactivate (for retrospective approvals)</td>
<td>Withdraw</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Duplicate</td>
<td>Withdraw (for retrospective approvals)</td>
<td>Deactivate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Approver</strong></td>
<td>No Actions</td>
<td>No Actions</td>
<td>Approve (and route to another approver)</td>
<td>Rescind</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Final Approve</td>
<td>Recall</td>
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<td>Not Approved</td>
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<td></td>
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<td>Returned (for edits/additional comments)</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>I should not have received this</td>
<td></td>
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</tbody>
</table>