

# Review and Approve – Outside Activities Report

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[State law](#) requires that all Faculty, Academic Staff, and Limited (FA/AS/LI) employees with 50% or more appointments file a report of their outside activities on an annual basis (4/1 – 4/30) to ensure that there are no conflicts of interest while working for the UW System. This form must be completed for each appointment that meets the above criteria.

## Review and Approve

1. An email will be sent once a form has been submitted for your review. Click the link in the email to access the OAR Approval page or [https://www.hrs.wisconsin.edu/psp/hrs-fd/EMPLOYEE/HRMS/c/UW\\_HR\\_OAR\\_MENU.UW\\_HR\\_OAR\\_FORM\\_MGR.GBL?Action=U/](https://www.hrs.wisconsin.edu/psp/hrs-fd/EMPLOYEE/HRMS/c/UW_HR_OAR_MENU.UW_HR_OAR_FORM_MGR.GBL?Action=U/)
  2. Change Status to **PENDING**
  3. Click **Search** to see all documents that are awaiting your review
    - To access a specific form, enter additional search criteria
  4. Click on the form
  5. Review the form
    - Add notes in the notes field
    - Upload required documentation
- NOTE:** Documentation must be uploaded as a pdf
6. Place a checkmark in the **Approved by Reviewer** field at the bottom of the page. The reviewed date/time and reviewer ID will automatically appear.
  7. Enter any reviewer comments.
  8. Click **Submit**. Status will change to **EXECUTED**.
    - To update or add information, add new rows to the existing form
  9. Click **Return to Search** to navigate back to the search page

**NOTE:** After the form has been approved, the **Approval Section** will be changed to display only mode.

For guidance or questions, you may contact the institution's designee and/or UWSA Office of Compliance and Integrity ([compliance@uwsa.edu](mailto:compliance@uwsa.edu)) for assistance and/or involvement.