

# Outside Activities Report (OAR)

[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. You will be notified via email when an OAR is due.

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

## Completing the OAR Form

1. Click the link in the email or sign in to MyUW ([my.wisc.edu](http://my.wisc.edu) for UW Madison, [my.wisconsin.edu](http://my.wisconsin.edu) for all other).
2. Click the **Personal Information** tile.
3. Click **Update My Personal Information** hyperlink.
4. Select the **HR Outside Activities Form** tab on the left sidebar.
5. Click **Search**.
6. If this is the first OAR form you are submitting, it will automatically open. Otherwise, click on the OAR form marked **NEW** in the list.
7. Click on the link for the Wisconsin Administrative Code and read the guidelines provided for outside activity reporting. For information on the UW System Compliance requirements, click the link to OAR Training and Guidance link provided.
8. Click the appropriate radio button in the acknowledgment section indicating you have read the Guidelines and do or do not have outside activities to report.
  - Your signature and date will automatically populate when the form is saved.
9. If you have activities to report, complete Sections A, B, C, and/or D with additional details as required. Leave the section blank if it does not apply.

**NOTE:** In section D, you must answer both Questions 1 and 2. Enter additional information in the box provided under number 2.
10. Click **Submit for Approval** when the form is complete. Status will change to **PENDING**.

**NOTE:** Click **Save as Draft** if you want to exit and return to complete the form at a later date.

  - You can make changes to a pending **Outside Activity Report** during the month of April.
  - To make changes or add information after April 30<sup>th</sup>, contact your Manager.

## Updating the OAR Form

1. Click the link in the email or sign in to <https://hrs.wisconsin.edu/>. Click the **Personal Details** tile.

**NOTE:** If you don't see the **Personal Details** tile, confirm that **Employee Self Service** is selected.

  - Select the **HR Outside Activities Form** tab on the left sidebar. A list of all Outside Activities Reports submitted will display.

2. Click **Search**.