

Review and Approve – Outside Activities Report

[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. –OR– Sign into my.wisconsin.edu
 - Click the dropdown list in the upper left corner and switch to **Manager Self Service**.
2. Click the **Approvals** Tile.
3. Select the form to Approve.
4. Change Status to **PENDING**
5. Click **Search** to see all documents that are awaiting your review.
 - To access a specific form, enter additional search criteria
6. Click on the form.
7. Review the form.
 - Add notes in the notes field
 - Upload required documentation

NOTE: Documentation must be uploaded as a pdf.

8. 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.
9. Enter any reviewer comments.

NOTE: **Employee Submittal History** can be viewed by clicking the **History** link on the signature line.

10. Click **Submit**. Status will change to **EXECUTED**.
 - To update or add information, add new rows to the existing form
11. 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) for assistance and/or involvement.