



AOR Activities

Building an AOR Containing Sponsored Projects

Overview:

Understanding the Process to Build an AOR Containing Sponsored Activities

In this topic, you will learn how to build AOR's for the employees for whom you are indicated as the AOR Rep. This tutorial also includes details regarding how to enter Sponsored Project/Activity information on the AOR. In order to build an AOR, you must have already generated it through the "Generate AOR" page. For more information on how to generate an AOR, see the "Generating an AOR" tutorial.

Only employees who hold the FSU_FACET_AOR_REP (AOR Rep) role can build AOR's on behalf of assigned faculty members. To request the AOR Rep role, submit a request through [OMNI's Online Role Request \(eORR\)](#) application. For additional information regarding how to submit an Online Role Request via eORR, review [the Submit an eORR Role Request Tutorial](#) found on the [OMNI Security page](#).

Estimated Length: 4 Minutes

Procedure

Scenario:

In this topic, you will learn how to build an AOR containing Sponsored Projects for the faculty members for whom you are assigned as the AOR Rep.

Key Information:

AORs must already be generated
Employee ID



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Step	Action
1.	Click the Human Resources 9.0 link.
2.	Click the FACET link.



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The screenshot shows the OMNI web application interface. At the top, there is a search bar with the text "SEARCH FLORIDA STATE" and a "GO" button. Below the search bar, the header reads "THE FLORIDA STATE UNIVERSITY OMNI • HUMAN RESOURCES" and "Welcome!". On the right side of the header, there are links for "Home", "Worklist", "Favorites", and "Sign Out".

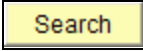

The left-hand menu is expanded to show the following items:

- My Favorites
- Self Service
- Effort Reporting
- FACET**
 - Assignment of Responsibilities
 - Effort Certification
 - Project Data
 - Employee / Course Data
 - Administration
- Manager Self Service
- eORR Online Role Request
- Recruiting
- Workforce Administration
- Compensation
- Time and Labor
- Payroll for North America
- Workforce Development
- Organizational Development
- Workforce Monitoring
- Set Up HRMS
- Set Up SACR
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- [OMNI Portal Home](#)
- [Careers](#)
- [My Personalizations](#)
- [My System Profile](#)

The main content area displays a grid of links for "Assignment of Responsibilities", "Effort Certification", "Project Data", "Employee / Course Data", "Administration", and "ER Reporting".

Step	Action
3.	Click the Assignment of Responsibilities link. Assignment of Responsibilities
4.	Click the Faculty AOR Forms link. Faculty AOR Forms
5.	Search for AORs that have already been generated using any of the prompts on this page. You may search for a specific Department or Employee, or view all AORs for which you have access by clicking Search without any criteria.



Step	Action
6.	Click the Search button. 
7.	Select the desired employee from the Search Results . 
8.	<p>AORs may appear in any of the four primary formats, depending on the level at which effort percentages will be entered on the AOR, ranging from least detailed to most detailed:</p> <ul style="list-style-type: none"> - Section - Sub-Section - Category - Activity <p>Each Department has the opportunity to customize specific features on the AOR (such as "counts") for their unique purposes. The format and options on the AOR are determined by your Dean.</p> <p>NOTE: The page pictured here is a sample of the most basic "Section" format, where effort can only be added at the "Section" level, such as Instruction, Research, and Service.</p>
9.	This page is a sample of the "Sub-Section" page format, where effort is added at a lower level of detail, such as Courses , Academic Advising , etc.



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Step	Action
10.	This page is a sample of the "Category" page format, where effort is entered at an even greater degree of detailed, such as specific Committees, Presentations , etc.
11.	This page is a sample of the most detailed "Activity" page format, where effort can be added at an activity level defined by your department.
12.	This is a sample of a page that includes "Counts." NOTE: "Counts" contain fields to indicate the number of Student Committees/Supervision a faculty member is responsible for, as well as course sections and course credit hours.
13.	Enter effort according to your Dean's specifications and selected structure or format. We will enter effort for a Sponsored Project on the "Category" page format. The format which appears on your AOR page may be different than the view used in this example.

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SEARCH FLORIDA STATE
Web [] Search [GO]

Welcome! Home Worklist Favorites Sign Out

AOR

Employee 00000194 Susie Seminole Empl Rcd # 0 - Assoc Professor 9 Mo SAL AOR Period Fall 2010 - Spring 2011

Department 075000 AOR Version # 1 AOR Status Draft Mode

Optional AOR Approvers
Addl Level 1 Approver [] Addl Level 2 Approver []

Leave of Absence / Sabbatical

[Show Less Detail](#)
[Show More Detail](#)
[Add Course or Project](#)
[Advance/Cancel AOR](#)

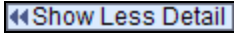
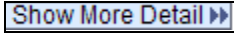
	Fall 10	Spring 11
Total Effort Entered	<u>0.00</u>	<u>0.00</u>
Instruction		
Courses		
Student Committees/Supervision	Activity	[] []
# of Doctoral Students	[]	[]
# of Doctoral Committees	[]	[]
# of Masters' Students	[]	[]
# of Masters' Committees	[]	[]
# of Undergraduate Students	[]	[]
# of Undergraduate Committees	[]	[]
Other Instruction (non-credit)		
Course/Curriculum Development	Activity	[] []
Residency Instruction (Medicine only)	Activity	[] []
Academic Advising	Activity	[] []

Local intranet 100%



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Step	Action
14.	From the "Category" page view, you may choose to view less detailed pages. To do this, click the Show Less Detail button. 
15.	From this "Less Detail" page, effort can only be entered on a few specific lines. To return to the more detailed view, click the Show More Detail button. 
16.	If the faculty member has an existing sponsored research grant or commitment within the OMNI system, the project ID, description of the grant, date, and commitment percentage will be defaulted onto the AOR within the Sponsored Research sub-section. NOTE: Effort for projects may be adjusted as long as the total lifetime commitment is not compromised
17.	Enter effort into the AOR according to your Dean's specifications. We will enter effort on the "Category" page format. The format which appears on your AOR page may be different than the view used in this example.

The screenshot displays the OMNI Human Resources system interface. At the top, there is a search bar for Florida State University and navigation links for Home, Worklist, Favorites, and Sign Out. The main content area shows the user's profile: Employee 00000194, Susie Seminole, Empl Rcd # 0 - Assoc Professor, 9 Mo SAL, and AOR Period Fall 2010 - Spring 2011. Below this, the Department is 075000, AOR Version # 1, and AOR Status is Draft Mode. There are fields for Optional AOR Approvers (Add Level 1 Approver and Add Level 2 Approver) and a checkbox for Leave of Absence / Sabbatical. A toolbar includes buttons for Show Less Detail, Show More Detail, Add Course or Project, and Advance/Cancel AOR. The main section displays a table for Total Effort Entered, with columns for Fall 10 and Spring 11, both showing 0.00. Below this are sections for Instruction (Courses, Student Committees/Supervision, Other Instruction (non-credit)) and Research / Creative Activity, each with input fields for activity levels.



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Step	Action
18.	<p>Courses or Projects can be added manually to the AOR, if needed, by clicking the Add Course or Project link.</p> <p>Click the Add Course or Project link.</p> <p>Add Course or Project</p>

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SEARCH FLORIDA STATE
Web Search GO

Welcome! Home Worklist Favorites Sign Out

[New Window](#) | [Help](#) | [Customize Page](#) |

Specify Line Item to Add

What type of Line Item would you like to Add?

Course

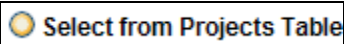

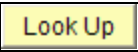

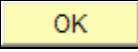
Sponsored Project

OK Cancel

Done Local intranet 100%

Step	Action
19.	<p>Select the type of line item you would like to add.</p> <p>Click the Sponsored Project option.</p> <p><input type="radio"/> Sponsored Project</p>



Step	Action
20.	<p>Click the Select from Projects Table option in order to view a list of existing projects in OMNI.</p> <p>NOTE: If the project has not yet been given an OMNI Project ID, it will not be available for selection.</p> 
21.	<p>Click the Look up button.</p> 
22.	<p>NOTE: If the faculty member will be working on a new project which has not been entered into the Commitments module, you will not be able to pull this project onto the Sponsored Research section of the AOR. Instead enter this information into the Department Research section of the AOR.</p>
23.	<p>Enter the Project Number or search for a project using the Description field.</p>
24.	<p>Click the Look Up button.</p> 
25.	<p>Select the desired project from the list.</p> 
26.	<p>Click the OK button.</p> 



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Welcome! Home Worklist Favorites Sign Out

Employee [00000194](#) Susie Seminole Empl Rcd # 0 - Assoc Professor 9 Mo SAL AOR Period Fall 2010 - Spring 2011

Department 075000 AOR Version # 1 AOR Status Draft Mode

Optional AOR Approvers
 Addl Level 1 Approver Addl Level 2 Approver

Leave of Absence / Sabbatical



[Show Less Detail](#) [Show More Detail](#) [Add Course or Project](#) [Advance/Cancel AOR](#)

	Fall 10	Spring 11
Total Effort Entered	0.00	0.00
<input type="checkbox"/> Instruction		
Courses		
Student Committees/Supervision	Activity	<input type="text"/>
# of Doctoral Students	<input type="text"/>	<input type="text"/>
# of Doctoral Committees	<input type="text"/>	<input type="text"/>
# of Masters' Students	<input type="text"/>	<input type="text"/>
# of Masters' Committees	<input type="text"/>	<input type="text"/>
# of Undergraduate Students	<input type="text"/>	<input type="text"/>
# of Undergraduate Committees	<input type="text"/>	<input type="text"/>
Other Instruction (non-credit)		
Course/Curriculum Development	Activity	<input type="text"/>
Residency Instruction (Medicine only)	Activity	<input type="text"/>
Academic Advising	Activity	<input type="text"/>
<input type="checkbox"/> Research / Creative Activity		
Department Research		

Local intranet 100%

Step	Action
27.	Scroll down to the Sponsored Research section to view the added Project.
28.	The newly added project now appears in the Sponsored Research section.
29.	Effort for new projects which are not yet available from the Add a Project page can be entered into the Department Research field.
30.	To remove an unwanted course or project from the AOR, select the Delete checkbox and click the Delete Selected Lines (trash can) icon at the top of the page.
31.	Enter effort into each of the sponsored commitments as needed.
32.	Scroll back to the top of the page to begin entering effort.
33.	To add a course manually, click the Add Course or Project link. Add Course or Project



Step	Action
34.	<p>Select the type of line item you would like to add. Click the Course option.</p> 
35.	<p>When adding a course, you can either select an existing course from the Master Curriculum File or enter a description manually.</p> <p>Click the Select from Master Curriculum File option.</p> 



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Welcome!

Home Worklist Favorites Sign Out

SEARCH FLORIDA STATE
Web Search GO

New Window | Help | Customize Page

Specify Line Item to Add

What type of Line Item would you like to Add?


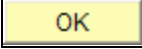
Course
 Sponsored Project

How will the Item be Entered?

Select from Master Curriculum File 🔍
 Enter Manual Description

OK Cancel

Local Intranet 100%

Step	Action
36.	Enter or search for the desired course. If you know the course prefix, enter the first few letters here. Otherwise, simply click the look-up glass to return all courses.
37.	Click the Look up button. 
38.	Select the desired course from the list.
39.	Click the OK button to add this course to the faculty member's AOR. 
40.	The new course now appears in the Courses section of the AOR and is available for effort entry.



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Welcome! Home Worklist Favorites Sign Out

Employee [00000194](#) Susie Seminole Empl Rcd # 0 - Professor 9 Mo SAL AOR Period Fall 2010 - Spring 2011

Department 075000 AOR Version # 1 AOR Status Draft Mode

Optional AOR Approvers
 Add Level 1 Approver Add Level 2 Approver

Leave of Absence / Sabbatical

[Add Course or Project](#)


	Fall 10	Spring 11	User Add	Delete
Total Effort Entered	0.00	0.00		
Instruction				
Courses				
Freshman Writing About Literature: Honors (ENC1122)	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Committees/Supervision				
# of Doctoral Students	<input type="text"/>	<input type="text"/>		
# of Doctoral Committees	<input type="text"/>	<input type="text"/>		
# of Masters' Students	<input type="text"/>	<input type="text"/>		
# of Masters' Committees	<input type="text"/>	<input type="text"/>		
# of Undergraduate Students	<input type="text"/>	<input type="text"/>		
# of Undergraduate Committees	<input type="text"/>	<input type="text"/>		
Other Instruction (non-credit)				
Course/Curriculum Development	<input type="text"/>	<input type="text"/>		
Residency Instruction (Medicine only)	<input type="text"/>	<input type="text"/>		
Academic Advising	<input type="text"/>	<input type="text"/>		

Step	Action
41.	Enter effort in the appropriate fields.
42.	Effort entered on a sub-section will roll-up to the highest section level.
43.	<p>The percentage in red at the top of the page indicates the total amount of effort entered for a particular semester.</p> <p>NOTE: All semesters must total 100% of effort. The total will remain in red until the amounts entered equal 100%.</p>
44.	In the "Category" format of the AOR, various counts (the "# of" fields) are available for input. These fields are not required and do not add to the total effort on the AOR.
45.	<p>The Total Effort Entered is not altered by entering information into the "# of" fields.</p> <p>Effort percentages should be entered at the Student Committees/ Supervision level, if any counts are specified.</p>
46.	Continue entering effort into the appropriate fields.
47.	Effort entered for Course/Curriculum Development also rolled up to the Other Instruction level and increased the Total Effort Entered .



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Step	Action
48.	<p>Decision: For information about how to enter activity on the AOR, select the "Enter Activity" link below. To skip this section of the tutorial, select the "Skip Activity" link below.</p> <ul style="list-style-type: none">• Skip Activity Go to step 49 on page 13• Enter Activity Go to step 72 on page 20
49.	<p>A red error icon will appear at the top of the AOR page until the total effort for each semester equals 100.</p> <p>Click the Errors button to view details of the error.</p> 

The screenshot shows the top navigation bar of the OMNI system with the Florida State University logo and search functionality. Below the navigation bar, an "Error Messages" section is displayed. It contains a table with one error message:

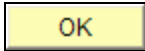
Severity	Msg	Message Text	Override	User ID	DTM
1 Error	170	Effort percentage must equal 100%.	<input type="checkbox"/>		01/21/2010 11:32:25.000000AM

Below the table are "OK" and "Cancel" buttons. The browser's status bar at the bottom shows "Done" and "Local intranet".



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Step	Action
50.	<p>Read the Message Text above to explain the error.</p> <p>NOTE: In some instances, it may be possible to override the error by clicking the Override checkbox.</p> <p>Click the OK button.</p> 
51.	It may be necessary to enter a Leave of Absence / Sabbatical for the faculty member in order for effort to total 100%.

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Web Search GO

Welcome! Home Worklist Favorites Sign Out

Employee 00000194 Susie Seminole Empl Rcd # 0 - Asoc Professor 9 Mo SAL AOR Period Fall 2010 - Spring 2011

Department 075000 AOR Version # 1 AOR Status Draft Mode

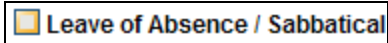
Optional AOR Approvers
Add Level 1 Approver Add Level 2 Approver

Leave of Absence / Sabbatical

Show Less Detail Show More Detail Add Course or Project Advance/Cancel AOR User Add Delete

	Fall 10	Spring 11	User Add	Delete
Total Effort Entered	30.00	10.00		
<input type="checkbox"/> Instruction	30.00			
Courses				
Student Committees/Supervision	Activity	20.00		
# of Doctoral Students		2.00		
# of Doctoral Committees				
# of Masters' Students				
# of Masters' Committees				
# of Undergraduate Students				
# of Undergraduate Committees				
Other Instruction (non-credit)				
Course/Curriculum Development	Activity			
Residency Instruction (Medicine only)	Activity			
Academic Advising	Activity	10.00		
<input type="checkbox"/> Research / Creative Activity		10.00		


Local intranet 100%

Step	Action
52.	<p>Select the Leave of Absence / Sabbatical option to add a row to the bottom of the AOR.</p> 
53.	Scroll down the page to enter effort into the Leave of Absence/Sabbatical fields.
54.	Enter effort for Leave of Absence/Sabbatical .
55.	Scroll back up to the top of the page.




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Step	Action
56.	<p>All AORs will generate an automatic workflow path which includes the faculty member's supervisor in OMNI as the Level 1 approver, the faculty member for acknowledgement, and lastly the appropriate Chair or Dean as the Level 2 approver. This path may be slightly different depending on the rank/level of the faculty member.</p> <p>You may choose to add additional approvers to the workflow path as needed. To do this, click the Add Level 1 Approver look up button.</p> 
57.	<p>NOTE: An Add Level 1 Approver will receive the AOR for approval before the defined Level 1 Approver (Supervisor) sees it. The same is true for Add Level 2 Approvers.</p>



Step	Action
58.	Search for the desired approver.
59.	<p>Click the Look Up button.</p> 
60.	<p>Select the appropriate approver.</p> <p><u>WILLIAM WESTCOTT</u></p>



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Welcome!
Home Worklist Favorites Sign Out

[New Window](#) | [Help](#) | [Customize Page](#) | [help](#)

AOR

Employee [00000194](#) Susie Seminole Empl Rcd # 0 - Asoc Professor 9 Mo SAL AOR Period Fall 2010 - Spring 2011

Department 075000 AOR Version # 1 AOR Status Draft Mode

Optional AOR Approvers

Add Level 1 Approver Add Level 2 Approver

Leave of Absence / Sabbatical

[Add Course or Project](#)

	Fall 10	Spring 11	User Add	Delete
Total Effort Entered	<u>100.00</u>	<u>100.00</u>		
<input type="checkbox"/> Instruction	30.00	30.00		
Courses	20.00			
Freshman Writing About Literature: Honors (ENC1122)	<input type="text" value="20.00"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Committees/Supervision	Activity			
# of Doctoral Students	<input type="text" value="2.00"/>	<input type="text" value="3.00"/>		
# of Doctoral Committees	<input type="text"/>	<input type="text"/>		
# of Masters' Students	<input type="text"/>	<input type="text"/>		
# of Masters' Committees	<input type="text"/>	<input type="text"/>		
# of Undergraduate Students	<input type="text"/>	<input type="text"/>		
# of Undergraduate Committees	<input type="text"/>	<input type="text"/>		
Other Instruction (non-credit)	20.00			

Step	Action
61.	<p>Once all effort has been entered to equal 100% and any additional approvers have been added, scroll to the bottom of the page to save.</p> <p>Scroll to the bottom of the page to save.</p>
62.	<p>The Save button will save your work, but will <i>not</i> submit the AOR into workflow for approval. This can be used like a "Save for Later" option.</p> <p>Click the Save button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;"> Save </div>
63.	<p>In order for the AOR to be submitted for acknowledgement and approval, you must click the Advance/Cancel AOR button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;"> Advance/Cancel AOR </div>



Step	Action
64.	Click the Advance AOR to Next Level option and add comments below as desired. <input type="radio"/> Advance AOR to Next Level
65.	Click the OK button. The system will now place the AOR in the first approver's worklist and will send an email notifying the approver that this AOR has been advanced and is ready for approval. <input type="button" value="OK"/>
66.	Once the AOR has been advanced, it will appear as "In Approval" status.



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Employee [00000194](#) Susie Seminole Empl Rcd # 0 - Asoc Professor 9 Mo SAL AOR Period Fall 2010 - Spring 2011

Department 075000 AOR Version # 1 AOR Status In Approval

Leave of Absence / Sabbatical

[Show Less Detail](#) [Show More Detail](#) Approve/Deny AOR

	Fall 10	Spring 11	User Add
Total Effort Entered	100.00	100.00	
<input type="checkbox"/> Instruction	30.00	30.00	
Courses			
Student Committees/Supervision	Activity	20.00	20.00
# of Doctoral Students	2.00	3.00	
# of Doctoral Committees			
# of Masters' Students			
# of Masters' Committees			
# of Undergraduate Students			
# of Undergraduate Committees			
Other Instruction (non-credit)			
Course/Curriculum Development	Activity		
Residency Instruction (Medicine only)	Activity		
Academic Advising	Activity	10.00	10.00
<input type="checkbox"/> Research / Creative Activity	20.00	20.00	
Department Research			
Presentations	Activity		
Projects (Pending)	Activity		
Research Development	Activity		

Step	Action
67.	<p>All effort entry fields now appear grayed out. No additional entry can be made once the AOR has been routed for approval.</p> <p>Scroll to the bottom of the page to review the approval chain generated for this AOR.</p>
68.	The added Level 1 approver is the first to receive this AOR.
69.	<p>Click the Return to Search button to return to the Faculty AOR search page.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;"> Return to Search </div>



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Welcome!

SEARCH FLORIDA STATE

▼

GO

Home
Worklist
Favorites
Sign Out

[New Window](#) | [Help](#)

Faculty AOR

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

My Queue Only

Academic Year: = 2009

AOR Period: begins with FSP

Employee ID: begins with 000003048

Empl Rcd #: begins with 0

AOR Version #: = 1

Employee Name: begins with

Employee Department: begins with

AOR Status: =

Case Sensitive

Search
Clear
[Basic Search](#)
[Save Search Criteria](#)

Search Results

View All First 1 of 1 Last

Report ID	Academic Year	AOR Period	Employee ID	Empl Rcd #	AOR Version #	Employee Name	Employee Department	AOR Status	Employee Title	Info Messages Exist	Warning Messages Exist	Error Messages Exist	Report Sequence
EXEMPT	2009	FSP	000003048	0	1	Susie Seminole	075000	Approval	0 - Professor	9 Mo SAL No	No	No	1

Find an Existing Value | [Add a New Value](#)

Local Intranet
100%

Step	Action
70.	Click the Home link. Home
71.	Congratulations! You have completed this topic. End of Procedure. Remaining steps apply to other paths.



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SEARCH FLORIDA STATE
Web Search GO

Welcome! Home Worklist Favorites Sign Out

New Window | Help | Customize Page

AOR

Employee [00000194](#) Susie Seminole Empl Rcd # 0 - Assoc Professor 9 Mo SAL AOR Period Fall 2010 - Spring 2011

Department 075000 AOR Version # 1 AOR Status Draft Mode

Optional AOR Approvers
Add Level 1 Approver Add Level 2 Approver

Leave of Absence / Sabbatical

Show Less Detail Show More Detail Add Course or Project Advance/Cancel AOR

	Fall 10	Spring 11	User Add	Delete
Total Effort Entered	30.00	0.00		
<input type="checkbox"/> Instruction	30.00			
Courses	20.00			
Freshman Writing About Literature: Honors (ENC1122) Activity	20.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
# of Sections				
# of Credit Hours				
Student Committees/Supervision Activity				
# of Doctoral Students	2.00			
# of Doctoral Committees				
# of Masters' Students				
# of Masters' Committees				
# of Undergraduate Students				

Local Intranet 100%


Step	Action
72.	Scroll down the page to find the desired Activity link for which you want to specify effort.
73.	Select the desired Activity link. Activity



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Training Guide

The screenshot shows the OMNI Human Resources interface. At the top, there is a search bar for Florida State University and navigation links for Home, Worklist, Favorites, and Sign Out. The main content area is titled "Enter Activities - Proposal Development". It features a form with the following fields: "Activity Type" (a dropdown menu), "Title" (a text input with a search icon), "Detail / Description" (a large text area), "Activity Role" (a dropdown menu), a "Resubmission" checkbox, and "Status" (a dropdown menu). At the bottom of the form are "OK" and "Cancel" buttons. The browser's status bar at the bottom indicates "Done", "Local intranet", and "100%" zoom.

Step	Action
74.	Click the Activity Type list. 



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SEARCH FLORIDA STATE
Web Search GO

Welcome! Home Worklist Favorites Sign Out

New Window | Help | Customize Page |

Enter Activities - Proposal Development

Activities Find | View All First 1 of 1 Last

*Activity Type [v] Title [] [] []

Detail / Description
Other
Proposal Development

Activity Role [v] Resubmission Status [v]

OK Cancel

Done Local intranet 100%

Step	Action
75.	Select an Activity Type from the list. Proposal Development




OMNI Training Guide

The screenshot shows the OMNI Human Resources web application interface. At the top, there is a search bar for Florida State University and navigation links for Home, Worklist, Favorites, and Sign Out. The main content area is titled "Enter Activities - Proposal Development" and contains a form with the following fields:

- Activities**: A header bar with "Find | View All" and "First 1 of 1 Last" navigation.
- *Activity Type**: A dropdown menu set to "Proposal Development".
- Title**: A text input field with a search icon and expand/collapse buttons.
- Detail / Description**: A large text area for entering the activity description.
- Activity Role**: A dropdown menu.
- Resubmission**: A checkbox.
- Status**: A dropdown menu.

At the bottom of the form are "OK" and "Cancel" buttons. The browser status bar at the bottom indicates "Local intranet" and "100%" zoom.

Step	Action
76.	Enter an activity description into the Detail / Description field. This field is not required.
77.	Click the Activity Role list. 



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Welcome! Home Worklist Favorites Sign Out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

Enter Activities - Proposal Development

Activities Find | View All First 4 of 1 Last

*Activity Type Proposal Development Title

Detail / Description Proposal Development during the Fall 2009 semester.

Activity Role Resubmission Status

- Committee Chair
- Committee Co-Chair
- Primary Presenter**
- Secondary Presenter

OK Cancel

Done Local intranet 100%

Step	Action
78.	Select the appropriate Activity Role . This field is not required. Primary Presenter



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[New Window](#) | [Help](#) | [Customize Page](#)

Enter Activities - Proposal Development


Activities Find | View All First 1 of 1 Last

*Activity Type: Proposal Development Title: []

Detail / Description: Proposal Development during the Fall 2009 semester.

Activity Role: Primary Presenter Resubmission Status: []

OK Cancel

Step	Action
79.	Click the Status list. 

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Welcome! Home Worklist Favorites Sign Out

[New Window](#) | [Help](#) | [Customize Page](#)

Enter Activities - Proposal Development

Activities Find | View All First 1 of 1 Last

*Activity Type: Proposal Development Title: []

Detail / Description: Proposal Development during the Fall 2009 semester.

Activity Role: Primary Presenter Resubmission Status: []

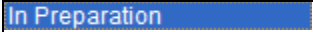
- Awaiting Feedback
- Complete
- In Preparation**
- On Hold

OK Cancel



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Training Guide

Step	Action
80.	Select the appropriate Status . This field is not required. 



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OMNI - HUMAN RESOURCES

Welcome! Home Worklist Favorites Sign Out

SEARCH FLORIDA STATE
Web Search GO

Enter Activities - Proposal Development

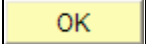
Activities Find | View All First 1 of 1 Last

*Activity Type: Proposal Development Title: []

Detail / Description: Proposal Development during the Fall 2009 semester.

Activity Role: Primary Presenter Resubmission Status: In Preparation

OK Cancel

Step	Action
81.	Click the OK button. 
82.	The newly added activity appears in blue italics.



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Welcome! Home Worklist Favorites Sign Out

SEARCH FLORIDA STATE
Web Search GO

# of Masters' Students			
# of Masters' Committees			
# of Undergraduate Students			
# of Undergraduate Committees			
Other Instruction (non-credit)			
Course/Curriculum Development	Activity		
Residency Instruction (Medicine only)	Activity		
Academic Advising	Activity	10.00	
<input type="checkbox"/> Research / Creative Activity			
Department Research			
Presentations	Activity		
Projects (Pending)	Activity		
Proposal Development	Activity		
<i>Proposals - Proposal Development during the Fall 2009 se</i>			
Publications	Activity		
Creative Activity			
Compositions	Activity		
Performances	Activity		
Productions	Activity		
Sponsored Research			
<input type="checkbox"/> Service			
Academic Support			
Academic Committees/Councils	Activity		
Other Academic Support	Activity		
Administration			

Local intranet 100%

Step	Action
83.	Enter the effort related to this activity per semester.
84.	Scroll back to the top of the page to verify that effort for both semesters equals 100%.
85.	<p>A red error icon will appear at the top of the AOR page until the total effort for each semester equals 100.</p> <p>Click the Errors button to view details of the error.</p> <p></p> <p>Go to step 50 on page 14</p>