



AOR Activities

Approving an AOR

Overview:

Understanding the AOR Approval Process

In this topic, you will learn how to approve an AOR which has been routed to you within the OMNI FACET Application.

As part of the AOR creation process, the AOR Rep department will initiate the approval process. The AOR will be routed to the current supervisor in OMNI. This may be different from the individual who was the supervisor at the time the AOR was initially generated. Additional approvers can be added for Level 1 and Level 2 during the process. Only users that are assigned the AOR Rep role can edit an AOR. If changes are needed during AOR review, you have the ability to deny the AOR. This denial sends the AOR back to the AOR Rep for updating.

Estimated Length: 2 Minutes

Procedure

Scenario:

In this topic, you will learn how to approve an AOR that has been routed to you within the OMNI FACET Application.

The screenshot shows the Florida State University OMNI - Human Resources portal. The header includes the university logo, the text "THE FLORIDA STATE UNIVERSITY OMNI - HUMAN RESOURCES", a search bar, and navigation links for "Home", "Worklist", "Favorites", and "Sign Out". The main content area is divided into several sections:

- Employee Central:** A sidebar menu with links for "Financials", "HR / Payroll", and "Resources and Applications".
- OMNI FINANCIALS 9.0:** A tile with a "Financials 9.0" icon and the text "Access OMNI Financials 9.0".
- OMNI HR 9.0:** A tile with a "Human Resources 9.0" icon and the text "Access OMNI Human Resources 9.0".
- OMNI e-Market:** A tile with an "OMNI e-Market" icon and the text "OMNI online shopping".
- OBI Reporting:** A tile with an "OBI Reporting" icon and the text "OMNI related reporting and dashboards".
- FSU Budget Crisis Committee:** A tile with a red exclamation mark icon and a text box stating: "In response to on-going state fiscal problems, the President recently formed the Budget Crisis Committee. **important!** The Committee will review, analyze and discuss the financial challenges facing the university and develop appropriate recommendations for consideration by the President and the University Board of Trustees. The Committee will meet regularly and, to every extent possible, will try to keep the university community apprised of its deliberations. Materials developed for and used by the Committee will be placed in a Blackboard Organization and can be accessed at <http://campus.fsu.edu/budget>. In addition to such Materials, the site also offers a way to provide suggestions and feedback to Committee members."

The footer of the page displays the URL: https://qa.portal.omni.fsu.edu/psp/sqnaep/EMPLOYEE/EMPL/s/WEBLIB_EO_PE.PORTAL_HOMEPAGE.FieldFormula.IScript_Homepi and browser information: "Local intranet" and "100%".



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

Step	Action
3.	Click the Assignment of Responsibilities link. Assignment of Responsibilities
4.	Click the Mass Approval AOR link. NOTE: You can also view AORs awaiting your approval by clicking the Worklist link. Mass Approval AOR
5.	From the Mass Approvals page, you can search for a specific employee by expanding the Search Pending AOR's section and entering the desired search criteria.
6.	You may also simply check the Select checkboxes for all employees you wish to approve and click the Approve button. NOTE: It is recommended that each AOR be carefully reviewed prior to approving.



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Mass Approvals for AOR application

Search pending AOR's

Select All Deselect All

AOR to Approve Customize | Find | View All | First 1-20 of 62 Last

Select	Employee Name	Employee ID	Empl Rcd #	Employee Type	Institution	Report ID	Year	Version #	Department
1 <input type="checkbox"/>	John Doe	123456789	0	0 - Professor 9 Mo SAL	FSU01	EXEMPT	2009	2	089000
2 <input type="checkbox"/>	Suzie Seminole	000000019	0	0 - Professor 9 Mo SAL	FSU01	EXEMPT	2009	1	089000

javascript:submitAction_win0(document.win0,'PBDETAILS\$1'); Local intranet 100%

Step	Action
7.	You may also select the desired Employee Name link to view details of that employee's AOR. Suzie Seminole



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AOR

Employee 000000019 Suzie Seminole Empl Rcd # 0 - Professor 9 Mo SAL AOR Period Fall 2010 /Spring 2011

Department 089000 - Psychology AOR Version # 1 AOR Status In Approval

Leave of Absence / Sabbatical

« Show Less Detail Show More Detail » Approve /Deny AOR

	Fall 10	Spring 11
Total Effort Entered	100.00	100.00
<input type="checkbox"/> Instruction	50.00	20.00
Courses	Activity	
Student Committees/Supervision	Activity	
Other Instruction (non-credit)	Activity	
Academic Advising	Activity	
<input type="checkbox"/> Research / Creative Activity	20.00	50.00
Departmental Research	Activity	
Creative Activity	Activity	
Sponsored Research	Activity	
<input type="checkbox"/> Service	30.00	30.00
Academic Support	Activity	
Administration	Activity	
Public Schools		
Public/Professional Services		

javascript:submitAction_win7(document.win7,'ER_AOR_WRK_PB_OPEN'); Local intranet 100%

Step	Action
8.	<p>Click the Show More Detail button and drill to the level of detail required for review.</p> <p>If this option is not available for you, this means you are viewing an AOR at the lowest level of detail for the employee.</p> <p>Show More Detail »</p>
9.	<p>Review the AOR carefully, and then click the Approve/Deny AOR button to initiate the approval process.</p> <p>Approve /Deny AOR</p>



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Take Action On AOR

Action

Approval Path: AOR_AWE AOR Approvals (using AWE) Current Step: 6 - 6-AOR Level 2 Approver

Approve AOR
 Deny AOR
 Put on Hold
 Return to Previous Screen

Comments (required for Deny action)

OK Cancel

Done Local intranet 100%

Step	Action
10.	Determine whether the AOR should be approved or denied and select the appropriate action. <input type="radio"/> Approve AOR
11.	<p>NOTE: To deny an AOR, you must enter a justification into the Comments box below.</p> <p>Comments are optional in order to approve an AOR.</p>



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Take Action On AOR

Action

Approval Path AOR Approvals (using AWE) Current Step 6 - 6-AOR Level 2 Approver

Approve AOR
 Deny AOR
 Put on Hold
 Return to Previous Screen

Comments (required for Deny action)

Done
Local intranet
100%

Step	Action
12.	Click the OK button to complete your action. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">OK</div>



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AOR

Employee 000000019 Suzie Seminole Empl Rcd # 0 - Professor 9 Mo SAL AOR Period Fall 2010 /Spring 2011

Department 089000 - Psychology AOR Version # 1 AOR Status In Approval

Leave of Absence / Sabbatical

«Show Less Detail» Show More Detail»

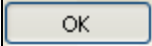
	Fall 10	Spring 11	User Add
<u>Total Effort Entered</u>	100.00	100.00	
<input type="checkbox"/> Instruction	50.00	20.00	
Courses			
Student Committees/Supervision			
Other Instruction (non-credit)			
Academic Advising			
<input type="checkbox"/> Research / Creative Activity	30.00	50.00	
Department Research			
Creative Activity			
Sponsored Research			
<input type="checkbox"/> Service	20.00	30.00	
Academic Support			
Administration			
Public Schools			
Public/Professional Service			

Windows Internet Explorer

Approve AOR action was successful (31500,54)

OK

Done Local intranet 100%

Step	Action
13.	Click the OK button.
	



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AOR

Employee 000000019 Suzie Seminole Empl Rcd # 0 - Professor 9 Mo SAL AOR Period Fall 2010 /Spring 2011

Department 089000 - Psychology AOR Version # 1 AOR Status In Approval

Leave of Absence / Sabbatical

	Fall 10	Spring 11
Total Effort Entered	100.00	100.00
<input type="checkbox"/> Instruction	50.00	20.00
Courses	Activity	Activity
Student Committees/Supervision	Activity	Activity
Other Instruction (non-credit)	Activity	Activity
Academic Advising	Activity	Activity
<input type="checkbox"/> Research / Creative Activity	30.00	50.00
Departmental Research	Activity	Activity
Creative Activity	Activity	Activity
Sponsored Research	Activity	Activity
<input type="checkbox"/> Service	20.00	30.00
Academic Support	Activity	Activity
Administration	Activity	Activity
Public Schools	Activity	Activity
Public/Professional Services	Activity	Activity

Step	Action
14.	Scroll down to the bottom of the AOR to view the next approver.
15.	<p>The level at which you approved this AOR now appears in "Approved" status.</p> <p>The remaining levels in the approval process appear in blue in "Pending" or "Not Routed" status.</p>
16.	Scroll back to the top of this page to close this window and return to the Mass Approvals page.



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Employee 000000019 Suzie Seminole Empl Rcd # 0 - Professor 9 Mo SAL AOR Period Fall 2010 /Spring 2011

Department 089000 - Psychology AOR Version # 1 AOR Status In Approval

Leave of Absence / Sabbatical

Approve /Deny AOR

	Fall 10	Spring 11
Total Effort Entered	100.00	100.00
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Sponsored Research	Activity	
<input type="checkbox"/> Service	20.00	30.00
Academic Support	Activity	
Administration	Activity	
Public Schools		
Public/Professional Services		

Step	Action
17.	Click the Close button at the top of the browser window to return to the AOR Mass Approval Page. 



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Mass Approvals for AOR application

Search pending AOR's

Select All Deselect All Approve Send Back Refresh List

AOR to Approve

Select	Employee Name	Employee ID	Empl Rcd #	Employee Type	Institution	Report ID	Year	Version #	Department
1 <input type="checkbox"/>	John Doe	123456789	0	0 - Professor 9 Mo SAL	FSU01	EXEMPT	2009	2	089000
2 <input type="checkbox"/>	Suzie Seminole	000000019	0	0 - Professor 9 Mo SAL	FSU01	EXEMPT	2009	1	089000

1 089000

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Step	Action
18.	Continue to review and approve AORs remaining in your queue. Click the Home link to return to the main menu. Home
19.	Congratulations! You have completed this topic. End of Procedure.