



### *AOR Activities*

#### Detailed Steps for Building a Non-Sponsored Projects AOR

##### **Overview:**

##### **Understanding the Process of Building an AOR that Does Not Contain Sponsored Projects**

In this topic, you will learn how to build AORs for the employees for whom you are the AOR Rep. This tutorial does not cover adding Sponsored Project information on the AOR. Please refer to the "Building a Sponsored Projects AOR" for detailed steps regarding how to build an AOR that contains Sponsored Projects. Before building an AOR, the AOR must be generated through the "Generate AOR" page. For more information on how to generate an AOR, see the "Generating an AOR" tutorial.

Only employees who have 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 that does not contain sponsored projects for the faculty members for whom you are assigned as the AOR Rep.

##### **Key Information:**

AORs must already be generated  
Employee ID



# OMNI Training Guide

The screenshot shows the OMNI portal homepage. At the top, there is a search bar and navigation links for 'Personalize Content' and 'Sign out'. The main content area is divided into several sections:

- Employee Central:** A sidebar menu with categories like 'Financials', 'HR / Payroll', and 'Resources and Applications'. Under 'HR / Payroll', there is a link for 'Human Resources 9.0'.
- OMNI FINANCIALS 9.0:** A tile with a 'Financials 9.0' link and the text 'Access OMNI Financials 9.0'.
- OMNI HR 9.0:** A tile with a 'Human Resources 9.0' link and the text 'Access OMNI Human Resources 9.0'.
- OMNI e-Market:** A tile with an 'OMNI e-Market' link and the text 'OMNI online shopping'.
- OBI Reporting:** A tile with an 'OBI Reporting' link and the text 'OMNI related reporting and dashboards'.
- FSU Budget Crisis Committee:** A tile with a red exclamation mark icon and text 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 browser address bar at the bottom shows the URL: [https://qa.portal.omni.fsu.edu/psp/sqnaep/EMPLOYEE/EMPL/s/WEBLIB\\_EO\\_PE.PORTAL\\_HOMEPAGE.FieldFormula.IScript\\_Homepi](https://qa.portal.omni.fsu.edu/psp/sqnaep/EMPLOYEE/EMPL/s/WEBLIB_EO_PE.PORTAL_HOMEPAGE.FieldFormula.IScript_Homepi). The browser status bar shows 'Local intranet' and '100%' zoom.

Step	Action
1.	Click the <b>Human Resources 9.0</b> link. <a href="#">Human Resources 9.0</a>
2.	Click the <b>FACET</b> link. <a href="#">▶ FACET</a>



# OMNI

## Training Guide

The screenshot displays the OMNI HRMS interface. At the top, there is a search bar for Florida State University. Below the header, a navigation menu is visible on the left, and the main content area shows the FACET (Faculty Assignments, Commitments, and Effort Certification Tracking) system. The FACET menu includes sections for Assignment of Responsibilities (AOR), Effort Certification, Project Data, Employee / Course Data, Administration, and Certified - Other. Each section contains several sub-links for generating forms, approvals, and reports.

Step	Action
3.	Click the <b>Assignment of Responsibilities</b> link. <a href="#">Assignment of Responsibilities</a>
4.	Click the <b>Faculty AOR Forms</b> link. <a href="#">Faculty AOR Forms</a>
5.	Search for AORs you would like to populate.  <b>NOTE:</b> Only employees who already have a generated AOR will appear in this list. If you have not performed the generate AOR step, you'll need to do that before proceeding. See the "Generating an AOR" tutorial for guidance.  You may search for a specific Department or Employee, or view all your AORs by clicking <b>Search</b> without any criteria.





**THE FLORIDA STATE UNIVERSITY**  
OMNI · HUMAN RESOURCES

SEARCH FLORIDA STATE

Welcome!
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.

My Queue Only

Academic Year: [=]

AOR Period: [begins with]

Employee ID: [begins with]

Empl Rcd #: [begins with]

AOR Version #: [=]

Employee Name: [begins with]



Employee Department: [begins with]

AOR Status: [=]

Case Sensitive

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

Local intranet
100%

Step	Action
6.	Enter " <b>075000</b> " into the <b>Employee Department</b> field.
7.	Click the <b>Search</b> button. 
8.	Select the desired employee from the <b>Search Results</b> . 
9.	<p>AORs may appear in any of the four primary formats. Depending on the level effort, percentages will be entered on the AOR for the following:</p> <ul style="list-style-type: none"> <li>- Section</li> <li>- Sub-Section</li> <li>- Category</li> <li>- Activity</li> </ul> <p>Each Department has the opportunity to customize specific features on the AOR (such as "counts") for their unique purposes. This decision is made by your Dean.</p> <p><b>NOTE:</b> The page pictured here is a sample of a basic "Section" format, where effort can only be added at the "Section" level. Levels include <b>Instruction, Research / Creative Activity, and Service</b>.</p>
10.	This page is a sample of the "Sub-Section" page format, where effort is added at a greater level of detail, such as <b>Courses, Academic Advising</b> , etc.



# OMNI

## Training Guide

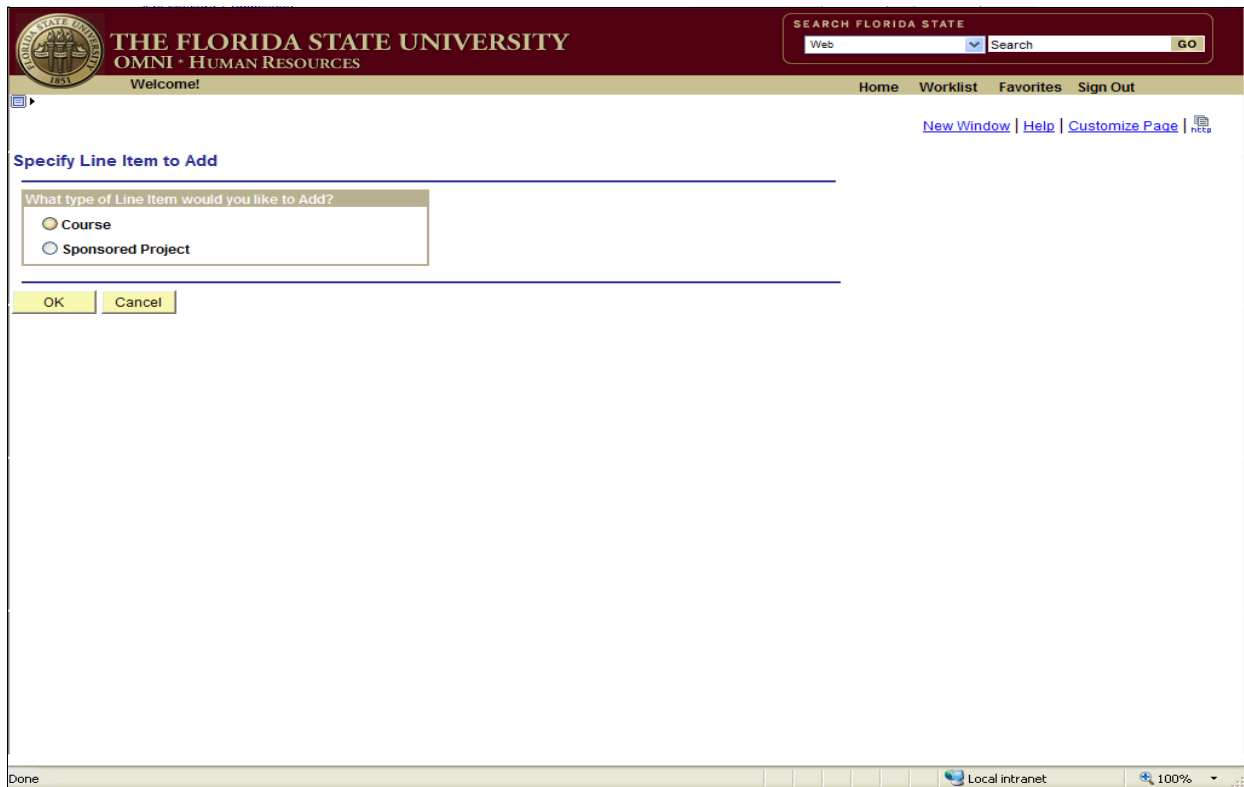
Step	Action
11.	This page is a sample of the "Category" page format, where effort is entered at a higher degree of detail, such as specific <b>Committees, Presentations</b> , etc.
12.	This page is a sample of the most detailed "Activity" page format, where effort can be added at a specific activity level defined by your department.
13.	This is a sample of a page that includes "Counts."  <b>NOTE:</b> "Counts" can be used to indicate the number of <b>Student Committees</b> , a faculty member is responsible for, as well as course sections and course credit hours.
14.	Enter effort according to your Dean's specifications and selected structure/format.  We will enter sponsored projects 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 AOR (Annual Operating Report) page. At the top, it identifies the user as Susie Seminole, an Associate Professor in the Department of 075000. The AOR Period is set for Fall 2010 - Spring 2011. The page includes a search bar, navigation links (Home, Worklist, Favorites, Sign Out), and a 'Welcome!' message. The main content area shows the AOR form with fields for 'Add Level 1 Approver' and 'Add Level 2 Approver'. A 'Leave of Absence / Sabbatical' checkbox is present. Below these are buttons for 'Show Less Detail', 'Show More Detail', and 'Add Course or Project'. The 'Advance/Cancel AOR' button is highlighted in yellow. A table shows 'Total Effort Entered' for 'Fall 10' and 'Spring 11', both at 0.00. The 'Instruction' section is expanded, showing categories like 'Courses', 'Student Committees/Supervision', 'Other Instruction (non-credit)', and 'Academic Advising', each with sub-inputs for effort.

Step	Action
15.	From the "Category" page view, you may choose to view less detailed pages.  Click the <b>Show Less Detail</b> button <b>Show Less Detail</b>



Step	Action
16.	<p>From this "Less Detail" page, effort can only be entered on a few specific lines.</p> <p>To return to the more detailed view, click the <b>Show More Detail</b> button.</p> <p><a href="#">Show More Detail &gt;&gt;</a></p>
17.	<p>Courses or Projects can be added to the AOR by clicking the <b>Add Course or Project</b> link.</p> <p>Click the <b>Add Course or Project</b> link.</p> <p><a href="#">Add Course or Project</a></p>


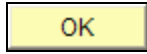


Step	Action
18.	<p>Select the type of line item you would like to add.</p> <p>Click the <b>Course</b> option.</p> <p><input checked="" type="radio"/> <b>Course</b></p>
19.	<p>When adding a course, you can either select an existing course from the <b>Master Curriculum File</b> or enter a description manually.</p> <p>Click the <b>Select from Master Curriculum File</b> option.</p> <p><input checked="" type="radio"/> <b>Select from Master Curriculum File</b></p>



# OMNI

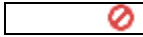
## Training Guide

Step	Action
20.	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.
21.	Click the <b>Look up</b> button. 
22.	Select the desired course from the list.
23.	Click the <b>OK</b> button to add this course to the faculty member's AOR. 
24.	The new course now appears in the <b>Courses</b> section of the AOR.
25.	To remove an unwanted course or project from the AOR, select the <b>Delete</b> checkbox and click the trash can icon above.

The screenshot displays the OMNI Human Resources interface. At the top, it shows the Florida State University logo and navigation links. The main content area is titled 'AOR' and provides details for employee Susie Seminole. A table for 'Total Effort Entered' shows 0.00 for both Fall 10 and Spring 11. Below this, the 'Courses' section lists 'Freshman Writing About Literature: Honors (ENC1122)' with input fields for effort in Fall 10 and Spring 11. Other categories like 'Student Committees/Supervision' also have input fields for effort.

Step	Action
26.	Enter effort in the appropriate fields.
27.	Effort entered on a sub-section will roll-up to the highest section level.



Step	Action
28.	<p>The percentage in <b>red</b> at the top of the page indicates the total amount of effort entered for a particular semester.</p> <p><b>NOTE:</b> All semesters must total 100% of effort. The total will remain in <b>red</b> until the amounts entered equal 100%.</p>
29.	<p>In the "Category" format, various counts (the "<b># of</b>" fields) are available for input. These fields are not required and do not add to the total effort of the AOR.</p>
30.	<p>The <b>Total Effort Entered</b> is not altered by entering information into the "<b># of</b>" fields.</p> <p>Effort percentages should be entered at the <b>Student Committee/ Supervision</b> level, if any counts are specified.</p>
31.	<p>Continue entering effort into the appropriate fields.</p>
32.	<p><b>NOTE:</b> Effort entered for <b>Academic Advising</b> also rolled up to the <b>Instruction</b> level total and increased the <b>Total Effort Entered</b>.</p>
33.	<p><b>Decision:</b> 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"><li>• Skip Activity Go to step 34 on page 8</li><li>• Enter Activity Go to step 56 on page 18</li></ul>
34.	<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 <b>Errors</b> button to view details of the error.</p> 





# OMNI

## Training Guide

THE FLORIDA STATE UNIVERSITY  
OMNI · HUMAN RESOURCES

SEARCH FLORIDA STATE  
Web Search GO

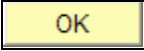
Welcome! Home Worklist Favorites Sign Out

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

**Error Messages**

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

OK Cancel

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



# OMNI

## Training Guide

THE FLORIDA STATE UNIVERSITY  
OMNI · HUMAN RESOURCES

SEARCH FLORIDA STATE  
Web  Search

Welcome! Home Worklist Favorites Sign Out

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

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](#)

	Fall 10	Spring 11	User Add	Delete
<u>Total Effort Entered</u>	<u>30.00</u>	<u>0.00</u>		
<input type="checkbox"/> <b>Instruction</b>	30.00			
<b>Courses</b>	20.00			
Freshman Writing About Literature: Honors (ENC1122)	<input type="text" value="20.00"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Student Committees/Supervision</b>	<a href="#">Activity</a>			
# of Doctoral Students	<input type="text" value="2.00"/>	<input type="text"/>		
# of Doctoral Committees	<input type="text" value="2.00"/>	<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"/>		
<b>Other Instruction (non-credit)</b>				

Local Intranet 100%

Step	Action
37.	Select the <b>Leave of Absence / Sabbatical</b> option to add a row to the bottom of the AOR for entry. <input type="checkbox"/> <b>Leave of Absence / Sabbatical</b>
38.	Scroll down the page to enter effort into the <b>Leave of Absence/ Sabbatical</b> fields.
39.	Enter effort for <b>Leave of Absence/ Sabbatical</b> .



# OMNI

## Training Guide

THE FLORIDA STATE UNIVERSITY  
OMNI - HUMAN RESOURCES

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	100.00	100.00		
<input type="checkbox"/> Instruction	30.00	30.00		
Courses	20.00			
Freshman Writing About Literature: Honors (ENC1122)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Committees/Supervision				
# of Doctoral Students	2.00	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		



javascript:submitAction\_win0(document.win0,'ER\_AOR\_APPT\_ER\_ADDL\_L1\_USER\$prompt');

Local Intranet 100%

Step	Action
40.	<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, 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 also choose to add additional approvers to the workflow path as needed. To do this, click the <b>Add Level 1 Approver</b> look up button.</p> 
41.	<p><b>NOTE:</b> An <b>Add Level 1 Approver</b> will receive the AOR for approval before the defined Level 1 Approver (Supervisor) sees it. The same is true for <b>Add Level 2 Approvers</b>.</p>



The screenshot shows the OMNI Human Resources 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 navigation menu includes 'Home', 'Worklist', 'Favorites', and 'Sign Out'. The main content area is titled 'Look Up Add Level 1 Approver'. It contains four search criteria: 'Add Level 1 Approver:', 'Description:', 'Last Name:', and 'First Name:'. Each criterion has a dropdown menu set to 'begins with' and an adjacent text input field. Below the search criteria are three buttons: 'Look Up' (highlighted in yellow), 'Clear', and 'Cancel'. A link for 'Basic Lookup' is also present. The bottom of the browser window shows 'Local intranet' and a zoom level of '100%'.

Step	Action
42.	Search for the desired approver.
43.	Click the <b>Look Up</b> button. 
44.	Select the appropriate approver. 



# OMNI

## Training Guide

THE FLORIDA STATE UNIVERSITY  
OMNI - HUMAN RESOURCES

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 - Asoc Professor 9 Mo SAL AOR Period Fall 2010 - Spring 2011

Department 075000 AOR Version # 1 AOR Status Draft Mode

Optional AOR Approvers

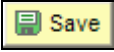

Addl Level 1 Approver  Addl Level 2 Approver

Leave of Absence / Sabbatical

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

	Fall 10	Spring 11	User Add	Delete
<b>Total Effort Entered</b>	100.00	100.00		
<input type="checkbox"/> <b>Instruction</b>	30.00	30.00		
<b>Courses</b>	<b>20.00</b>			
Freshman Writing About Literature: Honors (ENC1122)	<input type="text" value="20.00"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Student Committees/Supervision</b>	<b>Activity</b>			
# 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"/>		
<b>Other Instruction (non-credit)</b>		<b>20.00</b>		

Done Local intranet 100%

Step	Action
45.	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.
46.	The <b>Save</b> button will save your work, but will <i>not</i> submit the AOR into the workflow for approval. This can be used like a "Save for Later" option.  Click the <b>Save</b> button. 
47.	In order for the AOR to be submitted for acknowledgement and approval, you must click the <b>Advance/Cancel AOR</b> button. Click the <b>Advance/Cancel AOR</b> button. 



THE FLORIDA STATE UNIVERSITY  
OMNI - HUMAN RESOURCES

Welcome!

Home Worklist Favorites Sign Out

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

### Take Action On AOR

Action

Approval Path  Current Step 1 - AOR - Generate/Edit

Advance AOR to Next Level  
 Cancel AOR  
 None

Comments (required for Deny action)

Done Local intranet 100%

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



# OMNI

## Training Guide

THE FLORIDA STATE UNIVERSITY  
OMNI • HUMAN RESOURCES

SEARCH FLORIDA STATE  
Web Search GO

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 In Approval

Leave of Absence / Sabbatical

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

	Fall 10	Spring 11	User Add
<b>Total Effort Entered</b>	<u>100.00</u>	<u>100.00</u>	
<input type="checkbox"/> <b>Instruction</b>	30.00	30.00	
<b>Courses</b>	20.00		
Freshman Writing About Literature: Honors (ENC1122)	<a href="#">Activity</a> 20.00		<input type="checkbox"/>
<a href="#"># of Sections</a>			
<a href="#"># of Credit Hours</a>			
<b>Student Committees/Supervision</b>	<a href="#">Activity</a>		
<a href="#"># of Doctoral Students</a>	2.00	3.00	
<a href="#"># of Doctoral Committees</a>			
<a href="#"># of Masters' Students</a>			
<a href="#"># of Masters' Committees</a>			
<a href="#"># of Undergraduate Students</a>			
<a href="#"># of Undergraduate Committees</a>			
<b>Other Instruction (non-credit)</b>		20.00	
Course/Curriculum Development	<a href="#">Activity</a>	20.00	<input type="checkbox"/>
Residency Instruction (Medicine only)	<a href="#">Activity</a>		<input type="checkbox"/>

Main Content

Local intranet 100%

Step	Action
51.	All effort entry fields now appear grayed out. No additional entry can be made once the AOR has been routed for approval.  Scroll to the bottom of the page to review the approval chain generated for this AOR.
52.	The added Level 1 approver is the first to receive this AOR.  Once the Level 1 approver approves the AOR, this level will appear in green with an <b>"Approved"</b> status.



THE FLORIDA STATE UNIVERSITY  
OMNI - HUMAN RESOURCES

SEARCH FLORIDA STATE  
Web Search GO

Welcome! Home Worklist Favorites Sign Out

<i>Other instruction (non-credit)</i>	<a href="#">Activity</a>			
<i>Academic Advising</i>	<a href="#">Activity</a>			
<input type="checkbox"/> <i>Research / Creative Activity</i>		60.00	60.00	
<i>Departmental Research</i>	<a href="#">Activity</a>	10.00	10.00	
<i>Creative Activity</i>	<a href="#">Activity</a>			
<i>Sponsored Research</i>	<a href="#">Activity</a>	50.00	50.00	
<input type="checkbox"/> <i>Service</i>		10.00	10.00	
<i>Academic Support</i>	<a href="#">Activity</a>			
<i>Administration</i>	<a href="#">Activity</a>	10.00	10.00	
<i>Public Schools</i>	<a href="#">Activity</a>			
<i>Public/Professional Services</i>	<a href="#">Activity</a>			

Approval Monitor

AOR approvals

ER\_INSTITUTION=FSU01, ER\_RPT\_ID=EXEMPT, ER\_EMPLID=000003048, ER\_APPT\_TYPE=0, ER\_YEAR=2009, ER\_AOI

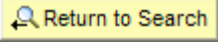
AOR approvals path

```

graph LR
    A[Pending  
WILLIAM WESTCOTT  
Additional/Optional Level 1] --> B[Not Routed  
OSCAR OSCEOLA  
Level 1 approver]
    B --> C[Not Routed  
SUSIE SEMINOLE  
Faculty Member Acknowledgement]
    C --> D[Not Routed  
Multiple Approvers  
Level 2 approver]
  
```

Save Return to Search Notify

Done Local Intranet 100%

Step	Action
53.	Click the <b>Return to Search</b> button to return to the Faculty AOR search page. 





# OMNI

## Training Guide

THE FLORIDA STATE UNIVERSITY  
OMNI - HUMAN RESOURCES

SEARCH FLORIDA STATE  
Web Search GO

Welcome! 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](#)

javascript:saveWarning('TargetContent',null,'\_top','https://hrdevelopment.fsu.edu:20085/psp/sdevhr/EMPLOYEE/HRMS/h?tab=[ Local intranet 100%

Step	Action
54.	Click the <b>Home</b> link. 
55.	<b>Congratulations!</b> You have completed this topic. <b>End of Procedure.</b> Remaining steps apply to other paths.



THE FLORIDA STATE UNIVERSITY  
OMNI - HUMAN RESOURCES

SEARCH FLORIDA STATE  
Web  Search

Welcome! Home Worklist Favorites Sign Out

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

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

[Show Less Detail](#) [Show More Detail](#) [Add Course or Project](#)

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

Local intranet 100%

Step	Action
56.	Scroll down the page to find the desired <b>Activity</b> link for which you want to specify effort.
57.	Select the desired <b>Activity</b> link. <a href="#">Activity</a>




# OMNI

## Training Guide

The screenshot shows the OMNI Human Resources interface. At the top, there is a search bar for Florida State University. Below the navigation bar, the main content area is titled "Enter Activities - Proposal Development". It features a form with the following elements:

- Activities** header with "Find | View All" and "First 1 of 1 Last" navigation.
- \*Activity Type**: A dropdown menu.
- Title**: A text input field with a search icon.
- Detail / Description**: A large text area.
- Activity Role**: A dropdown menu.
- Resubmission**: A checkbox.
- Status**: A dropdown menu.
- OK** and **Cancel** buttons at the bottom of the form.

Step	Action
58.	Click the <b>Activity Type</b> list to select the type of activity. 



THE FLORIDA STATE UNIVERSITY  
OMNI · HUMAN RESOURCES

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  Title

Detail / Description

Activity Role   Resubmission Status

OK Cancel

Done Local Intranet 100%


Step	Action
59.	Select an <b>Activity Type</b> from the list. <input type="text" value="Proposal Development"/>



The screenshot shows the OMNI Human Resources web application. At the top, there is a search bar for Florida State University. Below the header, the page title is "Enter Activities - Proposal Development". The main form area contains several fields:
 

- \*Activity Type:** A dropdown menu currently set to "Proposal Development".
- Title:** A text input field with a search icon and a plus sign.
- Detail / Description:** A large, empty text area for entering the activity description.
- Activity Role:** A dropdown menu.
- Resubmission:** An unchecked checkbox.
- Status:** A dropdown menu.

 At the bottom of the form, there are "OK" and "Cancel" buttons. The browser's address bar shows "Local Intranet" and the page is zoomed to 100%.

Step	Action
60.	Enter an activity description into the <b>Detail / Description</b> field. This field is not required.
61.	Click the <b>Activity Role</b> list. 



THE FLORIDA STATE UNIVERSITY  
OMNI · HUMAN RESOURCES

SEARCH FLORIDA STATE  
Web Search GO

Welcome! Home Worklist Favorites Sign Out

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

### 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  Resubmission Status

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

OK Cancel

Done Local intranet 100%

Step	Action
62.	Select the appropriate <b>Activity Role</b> . This field is not required. <b>Primary Presenter</b>



THE FLORIDA STATE UNIVERSITY  
OMNI - HUMAN RESOURCES

SEARCH FLORIDA STATE  
Web Search GO

Welcome! Home Worklist Favorites Sign Out

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

### 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

Done Local intranet 100%

Step	Action
63.	Click the <b>Status</b> list. 



THE FLORIDA STATE UNIVERSITY  
OMNI - HUMAN RESOURCES

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 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

Done Local intranet 100%

Step	Action
64.	Select the appropriate <b>Status</b> . This field is not required. <b>In Preparation</b>





# OMNI

## Training Guide

**THE FLORIDA STATE UNIVERSITY**  
OMNI • HUMAN RESOURCES

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

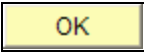
\*Activity Type: Proposal Development Title:

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

Activity Role: Primary Presenter  Resubmission Status: In Preparation

OK Cancel

Done Local intranet 100%

Step	Action
65.	Click the <b>OK</b> button. 
66.	The newly added activity appears in blue italics.



# OMNI

## Training Guide

The screenshot shows the OMNI Human Resources interface. At the top, there is a search bar for Florida State University. Below the navigation menu, a list of activities is displayed, each with a link to 'Activity' and two input boxes for effort. The 'Academic Advising' activity is currently set to 10.00. Other categories include Masters' Students, Undergraduate Students, Other Instruction (non-credit), Research / Creative Activity, and Service.

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

Step	Action
67.	Enter the planned effort related to this activity per semester.
68.	Scroll back to the top of the page to verify that the effort for both semesters equals 100%.



# OMNI

## Training Guide

THE FLORIDA STATE UNIVERSITY  
OMNI - HUMAN RESOURCES


SEARCH FLORIDA STATE  
Web Search GO

Welcome! Home Worklist Favorites Sign Out

Advance/Cancel AOR

	Fall 10	Spring 11	User Add	Delete
<b>Total Effort Entered</b>	<b>30.00</b>	<b>0.00</b>		
<input type="checkbox"/> <b>Instruction</b>	<b>30.00</b>			
<b>Courses</b>	<b>20.00</b>			
Freshman Writing About Literature: Honors (ENC1122)	20.00		<input type="checkbox"/>	<input type="checkbox"/>
<b>Student Committees/Supervision</b>	<b>Activity</b>			
# of Doctoral Students	2.00		<input type="checkbox"/>	
# of Doctoral Committees	2.00		<input type="checkbox"/>	
# of Masters' Students			<input type="checkbox"/>	
# of Masters' Committees			<input type="checkbox"/>	
# of Undergraduate Students			<input type="checkbox"/>	
# of Undergraduate Committees			<input type="checkbox"/>	
<b>Other Instruction (non-credit)</b>	<b>Activity</b>			
Course/Curriculum Development			<input type="checkbox"/>	
Residency Instruction (Medicine only)			<input type="checkbox"/>	
<b>Academic Advising</b>	<b>Activity</b>	<b>10.00</b>	<input type="checkbox"/>	
<input type="checkbox"/> <b>Research / Creative Activity</b>	<b>Activity</b>			
<b>Department Research</b>	<b>Activity</b>			
Presentations			<input type="checkbox"/>	
Projects (Pending)			<input type="checkbox"/>	
Proposal Development			<input type="checkbox"/>	
Publications			<input type="checkbox"/>	

javascript:submitAction\_win0(document.win0,ER\_AOR\_APPT\_ER\_ERROR'); Local intranet 100%

Step	Action
69.	<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 <b>Errors</b> button to view details of the error.</p> <p></p> <p>Go to step 35 on page 9</p>