



AOR Activities

Printing an AOR

Overview:

Understanding the AOR Print Process

This tutorial outlines the basic steps to print AORs for the employees for whom you are designated as the AOR Rep.

Procedure

Scenario:

In this topic, you will learn the steps to print an AOR.

Key Information:

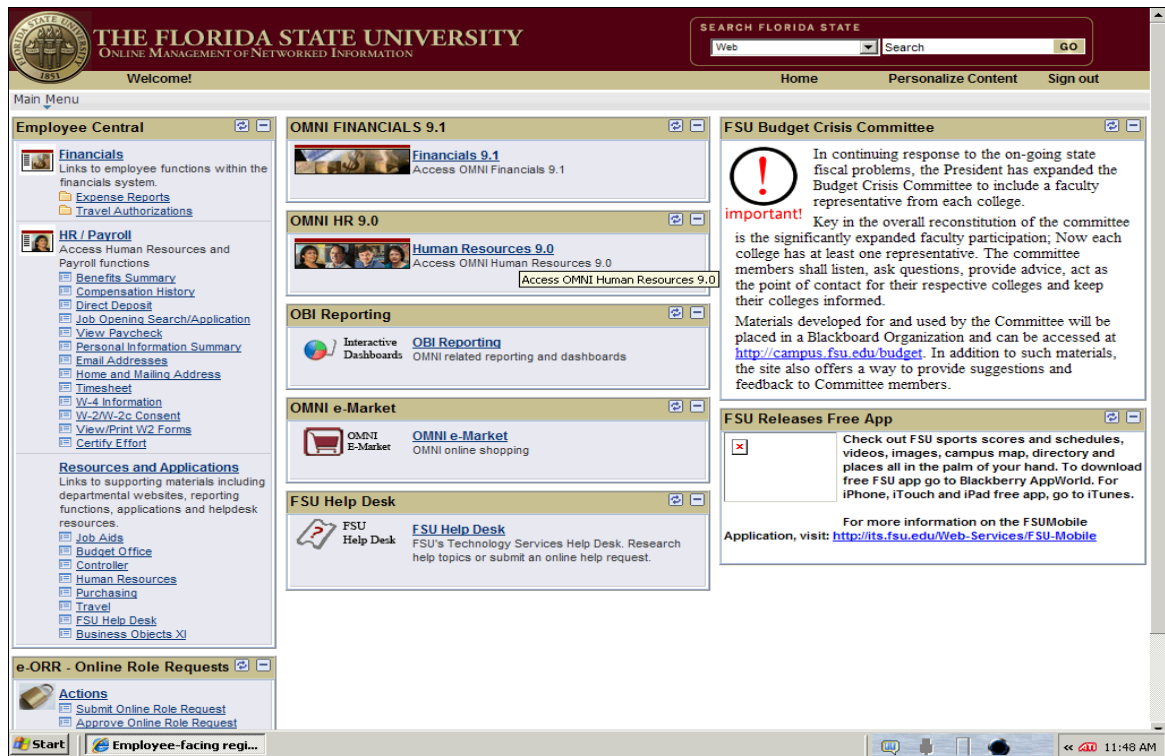
ER Period (Academic Year)

AOR Period

AOR Status

Department Number

Employee ID




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



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Step	Action
2.	Click the FACET link. 



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The screenshot shows the OMNI Human Resources web application. At the top, there is a search bar for 'FLORIDA STATE' and a 'GO' button. Below the search bar is a navigation bar with links for 'Home', 'Worklist', 'Favorites', and 'Sign Out'. On the left side, there is a 'Menu' section with a search field and a list of navigation options, including 'My Favorites', 'Self Service', and 'FACET'. The 'FACET' section is expanded, showing sub-menus like 'Assignment of Responsibilities', 'Effort Certification', and 'Project Data'. The 'Assignment of Responsibilities' sub-menu is further expanded, showing options like 'Generate AOR', 'Mass Approval AOR', 'Faculty AOR Forms', and 'Print AOR Rpt'. The 'Print AOR Rpt' link is highlighted in blue. The main content area on the right is titled 'Main Menu' and contains several sections: 'FACET - Faculty Assignments, Commitments, and Effort Certification Tracking', 'Assignment of Responsibilities', 'Effort Certification', 'Project Data', 'Employment', and 'Administration'. The 'Print AOR Rpt' link is also visible in the 'Employment' section.

Step	Action
3.	Click the Print AOR Rpt link. Print AOR Rpt



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SEARCH FLORIDA STATE
 Search

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ER AOR Print

*Faculty Type Period [Process Monitor](#)

Criteria (optional): Enter Department to print AOR's for a specific department, then enter Supervisor and/or Employee to further specify AOR's to print.

Department Employee

Suprvsr ID AOR Status

Print Options Comments Approvals History

Select	Employee Department	Employee ID	Empl Rcd #	Employee Name	AOR Status	Vers #	Supervisor Name
1 <input type="checkbox"/>							

Queued

Start | Print AOR Rpt - Windo... | 11:48 AM

Step	Action
4.	Click the Faculty Type list. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <input type="text" value="9 Month"/> </div>



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Web Search GO

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ER AOR Print

*Faculty Type 12 Month
 Criteria (optional) Department to print AOR's for a specific department, then enter Supervisor and/or Employee to further specify AOR's to print.
 Department Employee
 Suprvsr ID AOR Status

Print Options Comments Approvals History

Customize | Find | View All | First 1 of 1 Last

Select	Employee Department	Employee ID	Empl Rcd #	Employee Name	AOR Status	Vers #	Supervisor Name
1 <input type="checkbox"/>							

Queued

Save Notify Add Update/Display

Start Print AOR Rpt - Windo... 11:48 AM

Step	Action
5.	Select the desired Faculty Type from the list, either 12 month or 9 month faculty. Select the 9 Month Faculty Type list item.



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The screenshot shows the 'ER AOR Print' interface in the OMNI system. At the top, there's a search bar for 'SEARCH FLORIDA STATE' and navigation links like 'Home', 'Worklist', 'Favorites', and 'Sign Out'. The main area contains several search criteria:

- *Faculty Type: 9 Month
- Period: [Empty]
- Department: [Empty]
- Suprvsr ID: [Empty]
- AOR Status: Fully Approved

 Buttons include 'Retrieve Faculty', 'Print AORs', and 'Process Monitor'. Below the search criteria, there are 'Print Options' (Detail), 'Comments' (checked), and 'Approvals History' (checked). A table with columns 'Select', 'Employee Department', 'Employee ID', 'Empl Rcd #', 'Employee Name', 'AOR Status', 'Vers #', and 'Supervisor Name' is shown. One row is visible with Department '074000'. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons. The Windows taskbar at the bottom shows the time as 11:48 AM.

Step	Action
6.	Click the Period Look up button.
7.	Note: The Period values which appear on this page will depend on the Faculty Type selected in the previous step.
8.	Click the Fall 2010 - Spring 2011 link. Fall 2010 - Spring 2011
9.	Click the Department Look up button.
10.	Note: Only the Department(s) for which you serve as AOR Rep will appear on this page.
11.	Click the 074000 link. 074000
12.	NOTE: To limit the number of employees returned, select a specific Suprvsr ID , Employee , or AOR Status . These fields are not required.
13.	Click the Suprvsr ID Look up button.
14.	Click the 000039324 link. 000039324
15.	Click the AOR Status list.



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*Faculty Type: 9 Month Period: Fall 2010 - Spring 2011 Retrieve Faculty Print AORs Process Monitor

Criteria (optional): Enter Department to print AOR's for a specific department, then enter Supervisor and/or Employee to further specify AOR's to print.

Department: 074000 Employee: Suprvsr ID: 000039324 AOR Status: Fully Approved

Print Options: Detail Comments: Approvals History:

Cancelled
Draft Mode
Fully Approved
In Approval

Select	Employee Department	Employee ID	Empl Rcd #	Employee Name	AOR Status	Vers #	Supervisor Name
1 <input type="checkbox"/>							

Save Notify Add Update/Display

Start | Print AOR Rpt - Windo... | 11:49 AM

Step	Action
16.	Click the Fully Approved AOR Status list item. Fully Approved



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ER AOR Print

*Faculty Type Period [Process Monitor](#)

Criteria (optional): Enter Department to print AOR's for a specific department, then enter Supervisor and/or Employee to further specify AOR's to print.

Department Employee AOR Status

Print Options Comments Approvals History

Select	Employee Department	Employee ID	Empl Rcd #	Employee Name	AOR Status	Vers #	Supervisor Name
<input type="checkbox"/>							

Start | Print AOR Rpt - Windo... | 11:49 AM

Step	Action
17.	Click the Print Options list. <input type="text" value="Detail"/>



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ER AOR Print

*Faculty Type: 9 Month Period: Fall 2010 - Spring 2011 Retrieve Faculty Print AORs Process Monitor

Criteria (optional): Enter Department to print AOR's for a specific department, then enter Supervisor and/or Employee to further specify AOR's to print.

Department: 074000 Employee: Suprvsr ID: 000039324 AOR Status: Fully Approved

Print Options: Detail Comments: Approvals History:

Customize | Find | View All | First 1 of 1 Last

Select	Department	Employee ID	Empl Rcd #	Employee Name	AOR Status	Vers #	Supervisor Name
1 <input type="checkbox"/>							

Save Notify Add Update/Display

Start Print AOR Rpt - Windo... 11:49 AM

Step	Action
18.	You may choose either the detail or summary version of the AOR. Click the Detail list item.



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ER AOR Print

*Faculty Type Period

Criteria (optional): Enter Department to print AOR's for a specific department, then enter Supervisor and/or Employee to further specify AOR's to print.

Department Employee Suprvsr ID AOR Status

Print Options: Comments Approvals History

Select	Employee Department	Employee ID	Emp Rcd #	Employee Name	AOR Status	Vers #	Supervisor Name
1 <input type="checkbox"/>							

Start | Print AOR Rpt - Windo... | 11:49 AM

Step	Action
19.	To include Comments or Approval History on the AOR, check the appropriate box. Click the Comments option.
20.	Click the Approvals History option.
21.	Click the Retrieve Faculty button once you have set all criteria as desired.
22.	NOTE: All employees who meet the above criteria will appear below. 50 employees appear per page. You can print either an individual AOR or several AORs at the same time. To print an individual AOR, you click the individual's name link. The AOR will open in a new window and you can click on the printer icon in the new window to print.
23.	Click the Select option to eliminate an employee from the print list. <input checked="" type="checkbox"/>
24.	Click the Print AORs button once you have selected all employees for whom you will print an AOR. This will generate the AORs that will be printed.




Florida State University
Assignment of Responsibilities

Page | 1

Employee: 000000250	Empl Rcd #: 0	AOR Status: Fully Approved
Department: Biological Science	AOR Period: Fall 2010 - Spring 2011	Version: 1
Leave of Absence: No	Date Printed: 12/17/2010	!
Sabbatical: No	<i>Any ! indicates comments are present</i>	

	FALL2010	SPRG2011
Total Effort Entered	100	100
Instruction	50	45
Courses	40	35
BSC5932 - Graduate Tutorial in Biological Science (1)	5	5
# of Sections		
# of Credit Hours	1	1
PCB5936 - Selected Topics in Genetics and Cell Biology (1-4)		30
ZOO4753C - Histology (4)	35	
Student Committees/Supervision	5	5
# of Doctoral Students	2	2
# of Doctoral Committees		
# of Masters' Students		
# of Masters' Committees	7	7

Step	Action
25.	<p>The AORs will open in a new window. From this page, you may print or save as needed. You may also scroll down to view comments and/or the approval history. Click the Close button to return to OMNI.</p> 



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ER AOR Print

*Faculty Type: 9 Month Period: Fall 2010 - Spring 2011 Retrieve Faculty Print AORs Process Monitor

Criteria (optional): Enter Department to print AOR's for a specific department, then enter Supervisor and/or Employee to further specify AOR's to print.

Department: 074000 Employee: Suprvsr ID: 000039324 AOR Status: Fully Approved

Print Options: Detail Comments: Approvals History:

Select	Employee Department	Employee ID	Empl Rcd #	Employee Name	AOR Status	Vers #	Supervisor Name
1 <input checked="" type="checkbox"/>	074000	000000182	0	William Westcott	Fully Approved	1	Sammy Supervisor
2 <input checked="" type="checkbox"/>	074000	000000250	0	Susie Seminole	Fully Approved	1	Sammy Supervisor
3 <input checked="" type="checkbox"/>	074000	000000352	0	Reggie Renegade	Fully Approved	1	Sammy Supervisor
4 <input checked="" type="checkbox"/>	074000	000001061	0	Sally Strozler	Fully Approved	1	Sammy Supervisor
5 <input checked="" type="checkbox"/>	074000	000001219	0	Larry Landis	Fully Approved	1	Sammy Supervisor

Start | Print AOR Rpt - Windo... | 11:52 AM

Step	Action
26.	Print another AOR as needed or click the Home link to return to the main menu.
27.	Congratulations! You have completed this topic. End of Procedure.