



AOR Activities

Generating an AOR

Overview:

Understanding the Generate AOR Process

In this topic, you will learn how to generate AOR forms for employees for whom you are designated as the AOR Rep in OMNI. Only employees with the FSU_FACET_AOR_REP role can generate and edit AOR's. To request the AOR Rep role, submit a request through OMNI's [Online Role Request \(eORR\) application](#).

NOTE: In addition, ensure you are listed as the AOR Rep on the FSU Department Rep table in OMNI before beginning this process.

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 the steps to generate AORs for the employees for which you are indicated as the AOR Rep.

Key Information:

Faculty Type (12 or 9 Month)

AOR Period

Verify Supervisors for all faculty



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The screenshot shows the OMNI portal homepage. At the top, there is a search bar for Florida State University and a 'Welcome!' message. The main content area is divided into several sections:

- Employee Central:** A navigation menu on the left with links for Financials, HR/Payroll, and Resources and Applications.
- OMNI FINANCIALS 9.0:** A tile for 'Financials 9.0' with a sub-link 'Access OMNI Financials 9.0'.
- OMNI HR 9.0:** A tile for 'Human Resources 9.0' with a sub-link 'Access OMNI Human Resources 9.0'.
- OMNI e-Market:** A tile for 'OMNI e-Market' with a sub-link 'OMNI online shopping'.
- OBI Reporting:** A tile for 'OBI Reporting' with a sub-link 'OMNI related reporting and dashboards'.
- FSU Budget Crisis Committee:** A tile with a red exclamation mark icon and text: 'In response to on-going state fiscal problems, the President recently formed the Budget Crisis Committee. 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.

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



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Step	Action
3.	Click the Generate AOR link. Generate AOR



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Generate AOR

*Faculty Type Period [Retrieve Faculty](#) [Generate AORs](#) [Process Monitor](#)

Criteria (optional): Enter Department to generate AORs for a specific department, then enter Supervisor and/or Employee to further specify AORs to generate.

Department Supervisor Employee

Copy From Previous Year AOR
All All All

Customize | Find | View All | First 1 of 1

Exclude	Department	Employee ID	Empl Rcd	Employee Name	Supervisor Name	Add Level 1 Approver	Add Level 2 Approver	Instruction	Dept Research	Service	AOR Exists for Selected Period
1	<input type="checkbox"/>					<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Start | Generate AOR - Wind... | 2:42 PM

Step	Action
4.	Click the Faculty Type list. <input type="text"/>



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Generate AOR

*Faculty Type Period Retrieve Faculty Generate AORs Process Monitor

Criteria (optional) Department to generate Department Supervisor Employee

AORs for a specific department, then enter Supervisor and/or Employee to further specify AORs to generate.

Copy From Previous Year AOR
All All All

Exclude	Department	Employee ID	Empl Rcd	Employee Name	Supervisor Name	Add Level 1 Approver	Add Level 2 Approver	Instruction	Dept Research	Service	AOR Exists for Selected Period
<input type="checkbox"/>						<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Start Generate AOR - Wind... 2:42 PM

Step	Action
5.	Select the desired Faculty Type from the list, depending on whether the employees are 12 month or 9 month faculty. <input type="text" value="9 Month"/>



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Generate AOR

*Faculty Type **0 Month** Period



Criteria (optional): Enter Department to generate AORs for a specific department, then enter Supervisor and/or Employee to further specify AORs to generate.
Department Supervisor Employee

Copy From Previous Year AOR
All All All

Exclude	Department	Employee ID	Empl Rcd	Employee Name	Supervisor Name	Add Level 1 Approver	Add Level 2 Approver	Instruction	Dept Research	Service	AOR Exists for Selected Period
1 <input type="checkbox"/>						<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Notify Add


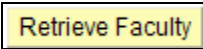

javascript:submitAction_win0(document.win0,'ER_AOR_GEN_CR_DESCR\$prompt'); Local Intranet 100%

Step	Action
6.	Click the Period Description Look up button. 
7.	NOTE: The Period Description values which appear on this page will depend on the Faculty Type selected in the previous step. For example, if 12 Month was selected, then the only AOR Period to appear would be "(ALL) Fall/Spring/Summer."
8.	Select the desired Period Description link. Fall 2010 - Spring 2011
9.	For AOR Reps with a large number of assigned employees, you may want to further specify criteria to limit the number of employees returned. However, this step is not required. Click the Department Look up button. 
10.	NOTE: Only the Departments which fall under the chosen Faculty Type and Period will appear on this page.
11.	Select the desired Department link from the list. 117000 Accounting



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Step	Action
12.	<p>To continue limiting the number of employees returned, select a specific Supervisor or Employee. These fields are not required.</p> <p>Click the Supervisor Look up button.</p> 
13.	<p>Select the desired Supervisor ID link.</p> <p>Supervisors will appear depending on the Faculty Type, Period, and Department you have already chosen.</p> <p>0000063 William Westcott</p>
14.	<p>Once you have set all criteria as desired, click the Retrieve Faculty button.</p> 
15.	<p>All employees who meet the above criteria will appear below.</p> <p>NOTE: 50 employees appear per page.</p>
16.	<p>To see all employees, click the View All link.</p> <p>View All</p>
17.	<p>The AOR Exists For Selected Period checkbox identifies AORs that already exist for a specific faculty member.</p> <p>Additional AORs cannot be generated for this faculty member.</p>
18.	<p>Click the Exclude option for row 3.</p> <input type="checkbox"/>
19.	<p>AORs will automatically generate with the Supervisor listed in Job Data as the Level 1 approver and the Chair/Dean as the Level 2 approver.</p> <p>NOTE: Review the FSU Department Rep table to ensure the Chair and Dean are defined appropriately before generating AORs.</p>
20.	<p>In addition to the automated workflow, you may include an additional approver for each level per employee.</p> <p>Click the Add Level 1 Approver Look up button for row 4.</p> 
21.	<p>Search for the desired approver.</p> <p>Click the Search by list.</p> <p>Add Level 1 Approver ▼</p>



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Look Up Addl Level 1 Approver

Search by: Addl Level 1 Approver begins with

Look Up

- Addl Level 1 Approver
- Description
- First Name
- Last Name

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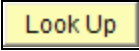

Step	Action
22.	Select a search method from the Search by drop-down menu. Last Name



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Step	Action
23.	Enter the desired approver's name.
24.	Click the Look Up button. 
25.	Select the desired approver's name link. 
26.	The additional approver has now been added to this employee's row. Continue to add Addl Level 1 and Level 2 Approvers as needed for each employee.



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Generate AOR

*Faculty Type Period


Criteria (optional): Enter Department to generate AORs for a specific department, then enter Supervisor and/or Employee to further specify AORs to generate.

Department Supervisor Employee

Copy From Previous Year AOR
All All All

Exclude	Department	Employee ID	Empl Rcd	Employee Name	Supervisor Name	Add Level 1 Approver	Add Level 2 Approver	Instruction	Dept Research	Service	AOR Exists for Selected Period
<input type="checkbox"/>	117000	00000010	0	Susie Seminole	William Westcott	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	117000	00000022	0	Regina Renegade	William Westcott	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	117000	00000064	0	Lisa Landis	William Westcott	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	117000	00000110	0	Molly Mendenhall	William Westcott	SSEMINOLE	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	117000	00000117	0	Donald Dodd	William Westcott	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	117000	00000155	0	Kenneth Kellum	William Westcott	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	117000	00000355	0	Carl Carothers	William Westcott	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	117000	00000613	0	Bethany Bellamy	William Westcott	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	117000	00000616	0	Paul Pepper	William Westcott	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	117000	00000622	0	Theresa Thagard	William Westcott	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	117000	00000623	0	Steve Stone	William Westcott	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	117000	00000705	0	Sherry Shaw	William Westcott	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	117000	00000763	0	Kevin Kellogg	William Westcott	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	117000	00000848	0	Sadie Sallev	William Westcott	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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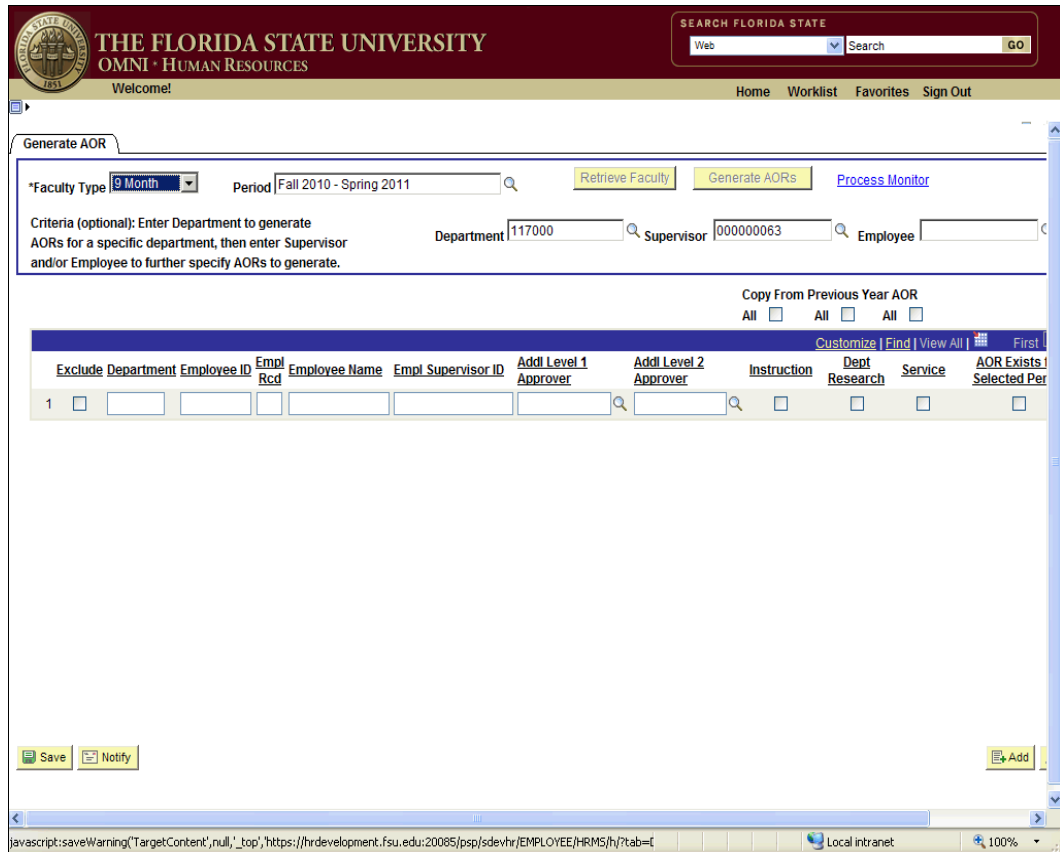
Step	Action
27.	Once you have made all necessary changes, click the Generate AORs button. 
28.	Once the AORs are generated, the employee name will become a link to the AOR form.
29.	In future years, additional options will become available to increase ease of use and convenience of the online AOR process. For example, in Fall 2011 - Spring 2012, the Copy From Previous Year AOR checkboxes will be available to generate new AORs utilizing a copy of the previous year's AOR.
30.	The All checkboxes will copy forward information from the previous year's finalized version of the AOR for the selected section for all faculty members. For example, if you select All for Instruction , it will copy forward the Instruction section of last year's AOR for all of the faculty forms generated. NOTE: The sponsored research section, however, will <i>not</i> be copied forward. Sponsored research must be generated from the latest commitments each time a new AOR is generated.



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Step	Action
31.	You will also have the ability to copy forward a section of the previous year's AOR for an individual employee. If selected, this option will copy forward Instruction, Dept Research, and/or Service for the selected employee.
32.	The copy forward features will not be available for use in Fall 2010 - Spring 2011, as no AORs were completed in the system the previous year. Starting in Fall of 2011, these features will be available for use.
33.	The sponsored research section, however, will not be copied forward. Sponsored research information must be generated from the latest commitments each time a new AOR is generated.



Step	Action
34.	Click the Home link to return to the main menu. Home



Step	Action
35.	Congratulations! You have completed this topic. End of Procedure.