

OMNI FACET Training **Advanced Certifying Effort**

Overview:

Understanding the FACET Certifying Effort Process

This tutorial explains the FACET certifying effort process in full detail and provides extensive explanation of policies, pages, and procedures associated with this task.

The FACET Certifying Effort Process replaces the Personnel Activity Reporting System (PARS) that has been in place for many years for Exempt and Non-exempt FSU personnel. This effort certification process now takes place in the new FACET (Faculty Assignments, Commitments, & Effort Certification Tracking) Application. The FACET Department Representative can distribute actual effort on the employee's behalf and send the report to the employee to certify or modify. The FACET Department Representative can also forward the record to the employee for the employee to distribute effort and certify.

The purpose of the FACET application is to provide verification of effort expended by Florida State University personnel to demonstrate compliance with Federal and State accountability requirements. A verification system of this type is a Federal requirement when the University receives Federal monies for specific projects. Federal auditors use the FACET records as official verification of all effort expended by University personnel in fulfilling obligations made to the expenditure of personnel time and University monies in meeting promised obligations. It is also used to verify compliance with the Florida Statute (FS 1012.945) that addresses the number of classroom hours of instruction and other assigned activities required of faculty paid by state funds at state higher education institutions (commonly referred to as the Twelve-Hour Law).

Effort is certified through FACET three times a year for exempt (any person is not covered by Federal Fair Labor Standards Act) personnel--after each academic term. However, the application is available for review and monitoring of information throughout the academic term.

Procedure

Scenario:

In this topic, you will learn the steps to review, update (if needed), and certify your effort report.

Key Information:

- Project numbers for all projects on which you worked during the reporting period.
- Assignment of Responsibilities to act as a reminder to include all activities on which you have worked.

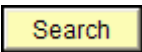
Training Guide

OMNI FACET Training

The screenshot shows the OMNI Portal interface. 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 sidebar menu with categories like Financials, HR / Payroll, and Resources and Applications. The 'Certify Effort' link is highlighted in the 'Resources and Applications' section.
- OMNI FINANCIALS 9.0:** A tile for accessing OMNI Financials 9.0.
- OMNI HR 9.0:** A tile for accessing OMNI Human Resources 9.0.
- OMNI e-Market:** A tile for OMNI online shopping.
- OBI Reporting:** A tile for OMNI related reporting and dashboards.
- FSU Budget Crisis Committee:** A tile with an 'important!' warning icon and text about the committee's formation and purpose.
- FSU Help Desk:** A tile for FSU's Technology Services Help Desk.
- Business Objects XI:** A tile for Business Objects XI reporting tool.

Step	Action
1.	<p>The effort certification application can be accessed directly from the OMNI Portal.</p> <p>Click the Certify Effort link.</p> <p>Certify Effort</p>

Step	Action
2.	<p>Search to locate your effort reports.</p> <p>Because the My Queue Only box is checked, only reports that require your attention will appear.</p> <p>If you are interested in viewing reports for another term included in the FACET application, please review the "Viewing an Effort Report" tutorial.</p>
3.	<p>To view all reports that require your action, click the Search button.</p> <p>Generally, there will only be one report. If there is more than one report, each report will be listed within the Search Results. To proceed, select the desired report.</p> <p></p>

Training Guide

OMNI FACET Training

THE FLORIDA STATE UNIVERSITY
ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

Enter Effort

Report ID EXEMPT ER Period 2 - FALL2009(8/7/2009 - 12/22/2009) Seq 1 Status Open

Employee 00000166 Susie Seminole Multiple Jobs Overload Over-the-Cap

Employee-Level Totals (for ALL Jobs)

Job FTE	Contact Hours
1.0000	7.0000

Effort by Job

Empl Rcd # 0 Professor 9 Mo SAL Department 075000 - Chemistry & Biochemistry Job FTE 1.0000

Actual Effort

Units	Entered	Remaining
Percent	100.00	0.00

Enter Effort by Activity

	Committed (%)	Actual Effort (%)	Contact Hours
<input type="checkbox"/> Instruction for Credit		13.00	5.5000
<input type="checkbox"/> Other Non-Sponsored Activities		42.00	
<input type="checkbox"/> Sponsored Activities	10.00	45.00	

Step	Action
4.	At the top of the Enter Effort page, the Effort Reporting Period (ER Period) for the report you are viewing is displayed.
5.	<p>The Actual Effort section indicates the percentage of effort which has been accounted for. In some Departments, all or some effort may have been entered prior to the report being routed to you. In other Departments, no effort may have been entered with the expectation that you will enter the information.</p> <p>It is important to understand that if the information entered does not accurately represent how you spent your time for the reporting term, you should correct it before certifying your effort report.</p>
6.	<p>Effort must be certified to equal 100% for <i>each job</i>. If you had more than one appointment during the semester, 1 of x (x being the number of appointments) would appear here.</p> <p>You will not be able to certify the report until effort for each jobs has been entered.</p>
7.	<p>Contact Hours on this page are based on information imported from the Course Schedule Master (CSM) file.</p> <p>If you believe that these contact hours do not accurately reflect the specific circumstances of your class, contact the Department Representative who maintains the CSM data.</p>

Step	Action
8.	The Multiple Jobs , Overload , and Over-the-Cap fields will appear checked if they apply based on your appointment information from HR.
9.	There are specific issues or edits involved with each of these conditions: <ul style="list-style-type: none"> - Multiple Jobs indicates you need to certify effort for each of your appointments. - Overload indicates that you have an overload appointment. - Over-the-Cap indicates that your salary is over the limit imposed by some research sponsors.
10.	You cannot update the Multiple Jobs , Overload , and Over-the-Cap fields. If you feel it is not correct, please contact the Department Representative who is responsible for payroll adjustments.
11.	The Actual Effort (%) for Instruction for Credit can be entered at the highest level, rather than at the course level if desired.

THE FLORIDA STATE UNIVERSITY
ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

Enter Effort

Report ID EXEMPT ER Period 2 - FALL2009(8/7/2009 - 12/22/2009) Seq 1 Status Open

Employee [00000166](#) Susie Seminole

 Multiple Jobs
 Overload
 Over-the-Cap

Employee-Level Totals (for ALL Jobs)

Job FTE	Contact Hours
1.0000	7.0000

Certify / Deny Report

[i](#) [comment](#) [list](#)

Effort by Job First 1 of 1 Last

Empl Rcd # 0 Professor 9 Mo SAL
Department 075000 - Chemistry & Biochemistry
Job FTE 1.0000

A-21 View

Actual Effort
 Units Percent Entered 100.00 Remaining 0.00

[Show Less Detail](#) [Show More Detail](#)


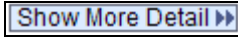
[First](#) [1-3 of 3](#) [Last](#)

Enter Effort by Activity	Committed (%)	Actual Effort (%)	Contact Hours
<input type="checkbox"/> Instruction for Credit		13.00	5.5000 ⊘ comment
<input type="checkbox"/> Other Non-Sponsored Activities		42.00	
<input type="checkbox"/> Sponsored Activities	10.00	45.00	

Save
 Return to Search
 Notify

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Step	Action
12.	To view course/section detail, click the Instruction for Credit option. 
13.	To view course detail, click the Show More Detail button. 
14.	The course level detail now appears in the Instruction for Credit section.


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ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

Enter Effort

Report ID **EXEMPT** ER Period 2 - FALL2009(8/7/2009 - 12/22/2009) Seq 1 Status Open

Employee [00000166](#) Susie Seminole Multiple Jobs Overload Over-the-Cap

Employee-Level Totals (for ALL Jobs)

Job FTE	Contact Hours
1.0000	7.0000

Certify / Deny Report




Effort by Job

First 1 of 1 Last

Empl Rcd # 0 Professor 9 Mo SAL Department 075000 - Chemistry & Biochemistry Job FTE 1.0000 

A-21 View

Actual Effort

Units	Percent		Entered 100.00	Remaining 0.00
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Show Less Detail
Show More Detail

Enter Effort by Activity

First 1-7 of 7 Last

	Committed (%)	Actual Effort (%)	Contact Hours
<input checked="" type="checkbox"/> Instruction for Credit		13.00	5.5000 
.....LIS5270 - Evaluating Networked Information Services & System		3.55	1.5000 
.....LIS6909 - Directed Individual Study		1.18	0.5000 
.....LIS6919 - Issues in Information Studies		3.55	1.5000 
.....LIS6980 - Dissertation		4.72	2.0000 
<input type="checkbox"/> Other Non-Sponsored Activities		42.00	
<input type="checkbox"/> Sponsored Activities	10.00	45.00	

Save
Return to Search
Notify

Step	Action
15.	<p>Decision: More detail is available for each course down to the section/funding level, as well as a link to the course data. Please make a selection from the below options:</p> <ul style="list-style-type: none"> View section/funding details Go to step 16 Skip section/funding details Go to step 19
16.	To view course section detail, click the Show More Detail button. Show More Detail >>
17.	To view funding detail for each course section, click the Show More Detail button again. Show More Detail >>
18.	To view additional information related to the course, click the Link to Detail icon.

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Welcome!

Enter Effort

Report ID EXEMPT ER Period 2 - FALL2009(8/7/2009 - 12/22/2009) Seq 1 Status Open

Employee [00000166](#) Susie Seminole Multiple Jobs Overload Over-the-Cap

Employee-Level Totals (for ALL Jobs) Certify / Deny Report

Job FTE	Contact Hours
1.0000	7.0000

Effort by Job First 1 of 1 Last

Empl Rcd # 0 Professor 9 Mo SAL Department 075000 - Chemistry & Biochemistry Job FTE 1.0000

A-21 View Actual Effort

Units	Percent	Entered	Remaining
		100.00	0.00

[Show Less Detail](#) [Show More Detail >>](#)

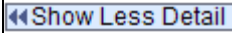
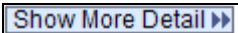
Enter Effort by Activity First 1-15 of 15 Last

	Committed (%)	Actual Effort (%)	Contact Hours
<input checked="" type="checkbox"/> Instruction for Credit		13.00	5.5000
.....LIS5270 - Evaluating Networked Information Services & System		3.55	1.5000
.....0001 - EVAL NETWORKED INFO		3.55	1.5000
.....138001110S			1.5000
.....LIS6909 - Directed Individual Study		1.18	0.5000
.....0011 - BSC		1.18	0.5000
.....138001110S			0.5000
.....LIS6919 - Issues in Information Studies		3.55	1.5000
.....0001 - ISS: EVAL NETWKD SER		3.55	1.5000
.....138001110S			1.5000
.....LIS6980 - Dissertation		4.72	2.0000
.....0002 - DISSERTATION		4.72	2.0000
.....138001110S			2.0000
<input type="checkbox"/> Other Non-Sponsored Activities		42.00	
<input type="checkbox"/> Sponsored Activities	10.00	45.00	

Save Return to Search Notify

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Step	Action
19.	Click the Show Less Detail button several times to return back to the overall view of Instruction for Credit. 
20.	Deselect the Instruction for Credit option. <input checked="" type="checkbox"/>
21.	Select the Other Non-Sponsored Activities option to view detail for this section. <input type="checkbox"/>
22.	To view more details for Other Non-Sponsored Activities, click the Show More Detail button. 


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Welcome!

Enter Effort

Report ID EXEMPT ER Period 2 - FALL2009(8/7/2009 - 12/22/2009) Seq 1 Status Open

Employee 00000166 Susie Seminole Multiple Jobs Overload Over-the-Cap

Employee-Level Totals (for ALL Jobs)

Job FTE	Contact Hours
1.0000	7.0000

[Certify / Deny Report](#) [i](#) [🗨](#) [📄](#)

Effort by Job First 1 of 1 Last

Empl Rcd # 0 Professor 9 Mo SAL Department 075000 - Chemistry & Biochemistry Job FTE 1.0000

A-21 View **Actual Effort**


Units	Percent	Entered	Remaining
		100.00	0.00

[Show Less Detail](#) [Show More Detail](#)

Enter Effort by Activity First 1-15 of 15 Last

	Committed (%)	Actual Effort (%)	Contact Hours
<input type="checkbox"/> Instruction for Credit		13.00	5.5000 ⊘
<input checked="" type="checkbox"/> Other Non-Sponsored Activities		42.00	
.....Residency Instruction (Medicine only)			
.....Other Instructional Effort - Non-Credit			
.....Departmental Research / Creative Activity		10.00	
.....Faculty Development / Sabbatical			
.....Public Service		15.00	
.....K-12 Public Service			
.....Academic Advising		7.00	
.....Dept / Unit / College Admin		10.00	⊘
.....University Governance / General Administration			
.....Leave of Absence (paid)			
.....Release Time (UFF Rep.)			
.....Sponsored Projects Admin			
<input type="checkbox"/> Sponsored Activities	10.00	45.00	

[Save](#) [Return to Search](#) [Notify](#)

Step	Action
23.	Click the Link to Detail button to view a detailed description of the associated category. 
24.	A new window will appear containing a detailed description for the chosen category. Use this description to help identify the most appropriate category to enter your effort. When you have reviewed this description, close this window to return to the Enter Effort page.



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Welcome!

Search:

- ▶ My Favorites
- ▶ Self Service
- ▶ Effort Reporting
- ▶ Manager Self Service
- ▶ eORR Online Role Request
- ▶ Recruiting
- ▶ Time and Labor
- ▶ Workforce Development
- ▶ Set Up HRMS
- ▶ Set Up SACR
- ▶ Worklist
- ▶ Reporting Tools
- ▶ PeopleTools
- [OMNI Portal Home](#)
- [Careers](#)
- [My Personalizations](#)
- [My System Profile](#)

Activity Descriptions

Description

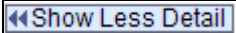
Public Service

Effort expended in providing professional and/or discipline-related services of faculty members to the community, state, or nation. This includes service in professional organizations and academic or professional student organizations. The primary intent is to provide professional and/or discipline-related services, other than instruction, that are beneficial to groups and individuals. It includes extension activities of IFAS

Return to Search
 Notify
 Refresh

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Step	Action
25.	Click the Show Less Detail button to minimize detail for this category. 



THE FLORIDA STATE UNIVERSITY
 ONLINE MANAGEMENT OF NETWORKED INFORMATION

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Enter Effort

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Employee [00000166](#) Susie Seminole Multiple Jobs Overload Over-the-Cap

Employee-Level Totals (for ALL Jobs)

Job FTE	Contact Hours
1.0000	7.0000

Effort by Job First 1 of 1 Last

Empl Rcd # 0 Professor 9 Mo SAL Department 075000 - Chemistry & Biochemistry Job FTE 1.0000

A-21 View Actual Effort Units Percent Entered 100.00 Remaining 0.00


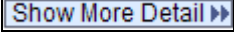
Show Less Detail Show More Detail

Enter Effort by Activity First 1-3 of 3 Last

	Committed (%)	Actual Effort (%)	Contact Hours
<input type="checkbox"/> Instruction for Credit		13.00	5.5000
<input type="checkbox"/> Other Non-Sponsored Activities		42.00	
<input type="checkbox"/> Sponsored Activities	10.00	45.00	

Save Return to Search Notify

Step	Action
26.	<p>Decision: Make a selection based on the options below:</p> <ul style="list-style-type: none"> I have Sponsored Activities Go to step 27 I do NOT have Sponsored Activities Go to step 45

Step	Action
27.	To enter effort by individual project, click the Sponsored Activities option. 
28.	Click the Show More Detail button. 
29.	Here you can see the specific project, but to enter effort you need to expand out one more time by clicking the Show More Detail button. 
30.	On this page, enter effort for the project without regard to if you were or were not funded from the project. The projects included in this list are projects meeting any of the following criteria: <ul style="list-style-type: none"> - You have salary funded from the project directly or through a cost share budget - You have an effort commitment on this project. - You are the PI or the Co-PI on the project.


THE FLORIDA STATE UNIVERSITY
ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

Enter Effort

Report ID EXEMPT ER Period 2 - FALL2009(8/7/2009 - 12/22/2009) Seq 1 Status Open

Employee 00000166 Susie Seminole Multiple Jobs Overload Over-the-Cap

Employee-Level Totals (for ALL Jobs) Certify / Deny Report

Job FTE	Contact Hours
1.0000	7.0000

Effort by Job First 1 of 1 Last

Empl Rcd # 0 Professor 9 Mo SAL Department 075000 - Chemistry & Biochemistry Job FTE 1.0000

A-21 View Actual Effort

Units	Percent	Entered	Remaining
		100.00	0.00

Enter Effort by Activity First 1-9 of 9 Last

	Committed (%)	Actual Effort (%)	Contact Hours
<input type="checkbox"/> <i>Instruction for Credit</i>		13.00	5.5000
<input type="checkbox"/> <i>Other Non-Sponsored Activities</i>			42.00
<input checked="" type="checkbox"/> <i>Sponsored Activities</i>	10.00	45.00	
.....017330 - Increasing the Effectiveness o	10.00	10.00	
.....RES - Sponsored Research (RES)	10.00	10.00	
.....020087 - RF Salary account for project		25.00	
.....CNTPR - Sponsored Research (CNTPR)		25.00	
.....022711 - 2007-2008 Evaluation Activitie		10.00	
.....RES - Sponsored Research (RES)		10.00	

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Step	Action
31.	<p>The requirement for certification comes from the Federal regulations related to sponsored research. This requirement is included in the Office of Management and Budget, Circular A-21.</p> <p>Click the A-21 View link to view more detail as it relates to sponsored research.</p> <p>A-21 View</p>

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ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

Federal A21 Effort View

Employee / Rcd # 000028715 0 Name, Employee ER Period 3 - Spring 08 (12-22-2007 - 5-7-2008)

Department 138001 - Information Department Hourly Rate \$101.89 Gross Payroll \$ \$78,866.04 Hours 774.00 Job FTE 1.0000

Cost Share: Available -0.13 Show Detail


Effort Entered: Units Percent Total 100.00

	Committed (%)	Gross Payroll \$	Pay Dist (%)	Hours	Hours Dist %	Actual Effort (%)
<input type="checkbox"/> Sponsored Activities (A21)	10.00	\$ 34,733.70		340.88	44.04	
.....017330 - Increasing the Effectiveness o	10.00	\$ 7,988.54	10.12	78.40	10.13	<u>10.00</u>
.....020087 - RF Salary account for project		\$ 18,952.26	24.03	186.00	24.03	<u>25.00</u>
.....022711 - 2007-2008 Evaluation Activitie		\$ 7,792.90	9.88	76.48	9.88	<u>10.00</u>
<input type="checkbox"/> Non-Sponsored Activities		\$ 44,132.34		433.12	55.96	
.....General - NonSponsored		<u>\$ 44,132.34</u>	55.96	433.12	55.96	<u>55.00</u>

OK Cancel

Step	Action
32.	<p>Click the Show More Detail button to see detail of direct charged vs. cost shared effort.</p> <p></p>

Step	Action
33.	<p>At this level, you can see how the effort is funded.</p> <ul style="list-style-type: none"> - DIR indicates the effort was directly charged to the project. - MCS indicates the effort was charged to a cost-share account for the project. - VCS indicates voluntary cost share has been created. - OTC (not displayed in this example) indicates cost share has been created because an employee's rate of pay is higher than allowed by the sponsor.



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ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

SEARCH FLO
Web

Federal A21 Effort View

Employee / Rcd # 000028715 0 Name, Employee ER Period 3 - Spring 08 (12-22-2007 - 5-7-2008)

Department 138001 - Information Department Hourly Rate \$101.89 Gross Payroll \$ \$78,866.04 Hours 774.00 Job FTE 1.0000

Cost Share

Available -0.13 Show Detail

Effort Entered


Units	Percent	Total
		100.00

	Committed (%)	Gross Payroll \$	Pay Dist (%)	Hours	Hours Dist %	Actual Effort (%)
<input type="checkbox"/> Sponsored Activities (A21)						
.....017330 - Increasing the Effectiveness o	10.00	\$ 34,733.70		340.88	44.04	
.....DIR - Direct Charged Salaries	5.00	\$ 7,988.54	10.12	78.40	10.13	10.00
.....MCS - Committed Cost Sharing	5.00	\$ 3,994.27	5.06	39.20	5.06	5.00
.....VCS - Uncommitted Cost Sharing						
.....020087 - RF Salary account for project		\$ 18,952.26	24.03	186.00	24.03	25.00
.....DIR - Direct Charged Salaries		\$ 18,952.26	24.03	186.00	24.03	24.03
.....VCS - Uncommitted Cost Sharing						0.97
.....022711 - 2007-2008 Evaluation Activitie		\$ 7,792.90	9.88	76.48	9.88	10.00
.....DIR - Direct Charged Salaries		\$ 7,792.90	9.88	76.48	9.88	9.88
.....VCS - Uncommitted Cost Sharing						0.12
<input type="checkbox"/> Non-Sponsored Activities						
.....General - NonSponsored		\$ 44,132.34	55.96	433.12	55.96	55.00
.....138001110S - 138001110S		\$ 44,132.34	55.96	433.12	55.96	

OK
Cancel

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Step	Action
34.	Click the Show More Detail button to see the chartfield combination on which the salary was paid. 
35.	This is an example of a chartfield combination from which the associated salary was paid.



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SEARCH

Welcome!

Federal A21 Effort View

Employee / Rcd # 000028715 0 Name, Employee ER Period 3 - Spring 08 (12-22-2007 - 5-7-2008)


Department 138001 - Information Department Hourly Rate \$101.89 Gross Payroll \$ \$78,866.04 Hours 774.00 Job FTE 1.0000

Cost Share
 Available -0.13 Show Detail

Effort Entered
 Units Percent Total 100.00

	Committed (%)	Gross Payroll \$	Pay Dist (%)	Hours	Hours Dist %	Actual Effort (%)
<input type="checkbox"/> Sponsored Activities (A21)						
.....017330 - Increasing the Effectiveness o	10.00	\$ 34,733.70		340.88	44.04	
.....DIR - Direct Charged Salaries	5.00	\$ 3,994.27	5.06	39.20	5.06	5.00
.....139000520S017330		\$ 3,994.27	5.06	39.20	5.06	
.....MCS - Committed Cost Sharing	5.00	\$ 3,994.27	5.06	39.20	5.06	5.00
.....138000110S017330		-				
.....138001110S017330		\$ 3,994.27	5.06	39.20	5.06	
.....VCS - Uncommitted Cost Sharing		-				
.....020087 - RF Salary account for project		\$ 18,952.26	24.03	186.00	24.03	25.00
.....DIR - Direct Charged Salaries		\$ 18,952.26	24.03	186.00	24.03	24.03
.....139000545S020087		\$ 18,952.26	24.03	186.00	24.03	
.....VCS - Uncommitted Cost Sharing		-				0.97
.....022711 - 2007-2008 Evaluation Activitie		\$ 7,792.90	9.88	76.48	9.88	10.00
.....DIR - Direct Charged Salaries		\$ 7,792.90	9.88	76.48	9.88	9.88
.....139000523S022711		\$ 7,792.90	9.88	76.48	9.88	
.....VCS - Uncommitted Cost Sharing		-				0.12
<input type="checkbox"/> Non-Sponsored Activities						
.....General - NonSponsored		\$ 44,132.34	55.96	433.12	55.96	55.00
.....138001110S		\$ 44,132.34	55.96	433.12	55.96	

Step	Action
36.	Committed % is brought in from the Commitments module and reflects the commitment made in the actual award document.
37.	Gross Payroll \$ is the total amount you have been paid during the reporting period broken down by the source of funds.
38.	To view detail of amounts paid, by pay period, from an individual funding source, click the appropriate amount link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">\$ 7,792.90</div>



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SEARCH FLORIDA STATE

Welcome!
Home
Sign out

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

Report ID EXEMPT ER Period 3 - Spring 08 (12-22-2007 - 5-7-2008)

Emplid: 000028715 Rcd # 0 Name, Employee

Transaction Detail										
Section	Project ID	Category	Account	Sub Pd	Sub Pd Descr	Sub Pd End Date	Emcd	Object	Source	Pay Amou
1 Sponsored	022711	Direct Charged Salaries	139000523S022711	1	pe12-27-07	12/27/2007	HOL		EARNINGS	-130.
2 Sponsored	022711	Direct Charged Salaries	139000523S022711	1	pe12-27-07	12/27/2007	HOL		EARNINGS	130.
3 Sponsored	022711	Direct Charged Salaries	139000523S022711	1	pe12-27-07	12/27/2007	HOL		EARNINGS	130.
4 Sponsored	022711	Direct Charged Salaries	139000523S022711	2	pe1-10-08	01/10/2008	CRG		EARNINGS	-570.
5 Sponsored	022711	Direct Charged Salaries	139000523S022711	2	pe1-10-08	01/10/2008	HOL		EARNINGS	-244.
6 Sponsored	022711	Direct Charged Salaries	139000523S022711	2	pe1-10-08	01/10/2008	HOL		EARNINGS	244.
7 Sponsored	022711	Direct Charged Salaries	139000523S022711	2	pe1-10-08	01/10/2008	HOL		EARNINGS	244.
8 Sponsored	022711	Direct Charged Salaries	139000523S022711	2	pe1-10-08	01/10/2008	CRG		EARNINGS	570.
9 Sponsored	022711	Direct Charged Salaries	139000523S022711	2	pe1-10-08	01/10/2008	CRG		EARNINGS	570.
10 Sponsored	022711	Direct Charged Salaries	139000523S022711	3	pe1-24-08	01/24/2008	CRG		EARNINGS	-733.
11 Sponsored	022711	Direct Charged Salaries	139000523S022711	3	pe1-24-08	01/24/2008	HOL		EARNINGS	-81.
12 Sponsored	022711	Direct Charged Salaries	139000523S022711	3	pe1-24-08	01/24/2008	HOL		EARNINGS	81.
13 Sponsored	022711	Direct Charged Salaries	139000523S022711	3	pe1-24-08	01/24/2008	HOL		EARNINGS	81.
14 Sponsored	022711	Direct Charged Salaries	139000523S022711	3	pe1-24-08	01/24/2008	CRG		EARNINGS	733.
15 Sponsored	022711	Direct Charged Salaries	139000523S022711	3	pe1-24-08	01/24/2008	CRG		EARNINGS	733.
16 Sponsored	022711	Direct Charged Salaries	139000523S022711	4	pe2-7-08	02/07/2008	CRG		EARNINGS	-815.
17 Sponsored	022711	Direct Charged Salaries	139000523S022711	4	pe2-7-08	02/07/2008	CRG		EARNINGS	815.
18 Sponsored	022711	Direct Charged Salaries	139000523S022711	4	pe2-7-08	02/07/2008	CRG		EARNINGS	815.
19 Sponsored	022711	Direct Charged Salaries	139000523S022711	5	pe2-21-08	02/21/2008	CRG		EARNINGS	-815.
20 Sponsored	022711	Direct Charged Salaries	139000523S022711	5	pe2-21-08	02/21/2008	CRG		EARNINGS	815.

Total Pay Amount: **\$7,792.90**

Step	Action
39.	When you have reviewed the Payroll Transaction detail, click the OK button to return to the previous page. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 5px;">OK</div>
40.	Pay Dist (%) is the relative distribution of salary dollars by source of funds.

Training Guide

OMNI FACET Training

Step	Action
41.	<p>Hours are the total hours available during the term based on your standard hours per week from Job Information.</p> <p>This is used solely to calculate the funding distribution in a way that accounts for changes in the rate of pay or FTE that may have occurred during the term.</p>
42.	<p>Actual Effort (%) is the percent of effort that was entered on the previous page.</p> <p>All effort not associated with Sponsored Activities is rolled up into the "Non-Sponsored Activities" category.</p>
43.	<p>The system automatically compares the Actual Effort (%) to Committed (%) and Hours Dist (%). If there are differences of greater than 1%, a warning will appear.</p> <p>Depending on the nature of the warning, an action such as processing a payroll correction may be required by the Department Representative before this report can be finalized. Be aware, however, that if the information is correct, you can certify the report with these warnings as it is expected that you have entered data to reflect how you actually spent your time during the reporting period.</p>



THE FLORIDA STATE UNIVERSITY
ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

SEARCH

Federal A21 Effort View

Employee / Rcd # 000028715 0 Name, Employee ER Period 3 - Spring 08 (12-22-2007 - 5-7-2008)

Department 138001 - Information Department Hourly Rate \$101.89 Gross Payroll \$ \$78,866.04 Hours 774.00 Job FTE 1.0000

Cost Share

Available -0.13 Show Detail

Effort Entered

Units	Percent	Total
100.00		

	Committed (%)	Gross Payroll \$	Pay Dist (%)	Hours	Hours Dist %	Actual Effort (%)
<input type="checkbox"/> Sponsored Activities (A21)	10.00	\$ 34,733.70		340.88	44.04	
.....017330 - Increasing the Effectiveness o	10.00	\$ 7,988.54	10.12	78.40	10.13	10.00
.....DIR - Direct Charged Salaries	5.00	\$ 3,994.27	5.06	39.20	5.06	5.00
.....139000520S017330		\$ 3,994.27	5.06	39.20	5.06	
.....MCS - Committed Cost Sharing	5.00	\$ 3,994.27	5.06	39.20	5.06	5.00
.....138000110S017330		\$ 3,994.27	5.06	39.20	5.06	
.....138001110S017330		\$ 3,994.27	5.06	39.20	5.06	
.....VCS - Uncommitted Cost Sharing						
.....020087 - RF Salary account for project		\$ 18,952.26	24.03	186.00	24.03	25.00
.....DIR - Direct Charged Salaries		\$ 18,952.26	24.03	186.00	24.03	24.03
.....139000545S020087		\$ 18,952.26	24.03	186.00	24.03	
.....VCS - Uncommitted Cost Sharing						0.97
.....022711 - 2007-2008 Evaluation Activitie		\$ 7,792.90	9.88	76.48	9.88	10.00
.....DIR - Direct Charged Salaries		\$ 7,792.90	9.88	76.48	9.88	9.88
.....139000523S022711		\$ 7,792.90	9.88	76.48	9.88	
.....VCS - Uncommitted Cost Sharing						0.12
<input type="checkbox"/> Non-Sponsored Activities		\$ 44,132.34		433.12	55.96	
.....General - NonSponsored		\$ 44,132.34	55.96	433.12	55.96	55.00
.....138001110S		\$ 44,132.34	55.96	433.12	55.96	

Step	Action
44.	Click the OK button to return to the Effort Certification page. <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-top: 5px;">OK</div>

THE FLORIDA STATE UNIVERSITY
ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

Enter Effort

Report ID EXEMPT ER Period 2 - FALL2009(8/7/2009 - 12/22/2009) Seq 1 Status Open

Employee 00000166 Susie Seminole Multiple Jobs Overload Over-the-Cap

Employee-Level Totals (for ALL Jobs)

Job FTE	Contact Hours
1.0000	7.0000

Effort by Job

Empl Rcd # 0 Professor 9 Mo SAL Department 075000 - Chemistry & Biochemistry Job FTE 1.0000

Actual Effort

Units Percent Entered 100.00 Remaining 0.00

Enter Effort by Activity

	Committed (%)	Actual Effort (%)	Contact Hours
<input type="checkbox"/> Instruction for Credit		13.00	5.5000
<input type="checkbox"/> Other Non-Sponsored Activities		42.00	
<input type="checkbox"/> Sponsored Activities	10.00	45.00	

Save Return to Search Notify

Step	Action
45.	The red error icon identifies a line error. All errors must be resolved before this report can be certified. Click the Errors Exist button to view the error detail.

Training Guide

OMNI FACET Training

The screenshot shows the top navigation bar of The Florida State University OMNI FACET system. The header includes the university logo, the name 'THE FLORIDA STATE UNIVERSITY', and the tagline 'ONLINE MANAGEMENT OF NETWORKED INFORMATION'. A search box is located in the top right corner. Below the header, a 'Welcome!' message is displayed. The main content area features an 'Error Messages' section with a table of error details.


Severity	Msg	Message Text	Override	User ID	DTTM
1 Error	1170	% of Instructional effort is out of range in relation to contact hours awarded; please review	<input type="checkbox"/>	Name, Employee	

Below the table are 'OK' and 'Cancel' buttons. Navigation controls for the error list include 'Customize', 'Find', 'View All', 'First', '1 of 1', and 'Last'.

Step	Action
46.	If the overall effort entered for instruction is correct, you may override this error by clicking the Override checkbox option. <input type="checkbox"/>

The screenshot shows the 'Please Provide an Explanation for Override' dialog box. The dialog has a title bar and a text area containing the explanation: 'The majority of my contact hours involved DIS or Dissertation classes which did not demand as much of my time this semester.' Below the text area are 'OK' and 'Cancel' buttons.

Step	Action
47.	To override an error, an explanation is required. This justification is critical should an audit arise. Click the OK button. <input type="button" value="OK"/>



THE FLORIDA STATE UNIVERSITY
ONLINE MANAGEMENT OF NETWORKED INFORMATION

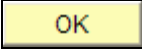
SEARCH FLORIDA STATE

Welcome!
Home

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

Error Messages

Severity	Msg	Message Text	Override	User ID	DTM
1 Error	1170	% of Instructional effort is out of range in relation to contact hours awarded; please review	<input checked="" type="checkbox"/>	Name, Employee	03/30/2009 4:31:38.000000PM

Step	Action
48.	Click the OK button. 
49.	Notice that the error symbol at the line level has been replaced with an icon that indicates a detailed explanation has been provided.
50.	The error icon has also been replaced by the blue information icon at the top of the Enter Effort page.

Training Guide

OMNI FACET Training

THE FLORIDA STATE UNIVERSITY
ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

Enter Effort

Report ID: EXEMPT ER Period: 2 - FALL2009(8/7/2009 - 12/22/2009) Seq: 1 Status: Open
 Employee: 00000166 Susie Seminole Multiple Jobs Overload Over-the-Cap

Employee-Level Totals (for ALL Jobs)

Job FTE	Contact Hours
1.0000	7.0000

[Certify / Deny Report](#) [Info](#) [Messages](#)

Effort by Job First 1 of 1 Last

Empl Rcd # 0 Professor 9 Mo SAL Department 075000 - Chemistry & Biochemistry Job FTE 1.0000

[A-21 View](#) [Actual Effort](#)


Units: Percent: Entered: 100.00 Remaining: 0.00

[Show Less Detail](#) [Show More Detail](#)

Enter Effort by Activity First 1-3 of 3 Last

	Committed (%)	Actual Effort (%)	Contact Hours
<input type="checkbox"/> Instruction for Credit		13.00	5.5000
<input type="checkbox"/> Other Non-Sponsored Activities		42.00	
<input type="checkbox"/> Sponsored Activities	10.00	45.00	

[Save](#) [Return to Search](#) [Notify](#)

Step	Action
51.	Click the Info Messages Exist button to see the details behind this message. 

THE FLORIDA STATE UNIVERSITY
ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

Info Messages for Empl RCD Header

[Customize](#) | [Find](#) | [View All](#) First 1 of 1 Last

Severity	Msg	Message Text
1	160	Line level errors have been overridden.

[OK](#) [Cancel](#)

Step	Action
52.	Once you have read the Information Message, click the OK button to return to the previous page. 



THE FLORIDA STATE UNIVERSITY
ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

Enter Effort

Report ID EXEMPT ER Period 2 - FALL2009(8/7/2009 - 12/22/2009) Seq 1 Status Open

Employee [00000166](#) Susie Seminole Multiple Jobs Overload Over-the-Cap

Employee-Level Totals (for ALL Jobs) [Certify / Deny Report](#) [i](#) [🗨](#) [📄](#)

Job FTE	Contact Hours
1.0000	7.0000

Effort by Job First [1](#) of [1](#) Last

Empl Rcd # 0 Professor 9 Mo SAL Department 075000 - Chemistry & Biochemistry Job FTE 1.0000 [🔍](#)

[A-21 View](#) **Actual Effort**

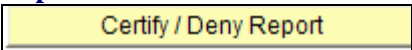
Units [Percent](#) Entered 100.00 Remaining 0.00

[⏪ Show Less Detail](#) [Show More Detail ⏩](#)

Enter Effort by Activity First [1-3](#) of [3](#) Last

	Committed (%)	Actual Effort (%)	Contact Hours
<input type="checkbox"/> Instruction for Credit		13.00	5.5000 📄 🗨
<input type="checkbox"/> Other Non-Sponsored Activities		42.00	
<input type="checkbox"/> Sponsored Activities	10.00	45.00	

[Save](#) [Return to Search](#) [Notify](#)

Step	Action
53.	When you have completed the review of this effort report and the information accurately represents your effort for the reporting period, click the Certify / Deny Report button. 

Step	Action
54.	Click the Certify option to proceed. <input type="radio"/> Certify
55.	Please review the Certify language carefully. Changes to effort reports are seen by auditors as evidence to question the integrity of the University's entire effort reporting process.



THE FLORIDA STATE UNIVERSITY
ONLINE MANAGEMENT OF NETWORKED INFORMATION

SEARCH
Web

Welcome!

Take Action On Effort Report

Action

Approval Path Standard ER Approval Path. Current Step 4 - Knowledgeable Person..

Certify **Employee:**
By clicking OK below, I certify that the distribution of effort indicated on this report represents a reasonable estimate of all work performed by me during the period covered by this report.

Deny **Supervisor:**
By clicking OK below, I certify that I have firsthand knowledge of all effort performed by this employee and the distribution of effort indicated on this report represents a reasonable estimate of work performed during the period covered by this report. I also certify that I will maintain suitable documentation demonstrating my firsthand knowledge of this employee's effort.

Put on Hold

None

Comments (required for Deny action)

Step	Action
56.	Click the OK button. <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; background-color: #ffff00; margin-top: 5px;">OK</div>
57.	The Certify / Deny Report button is no longer available. You have completed the certification process.
58.	Click the Home button. <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; background-color: #d3d3d3; margin-top: 5px;">Home</div>
59.	Congratulations! You have completed this topic. <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; background-color: #d3d3d3; margin-top: 5px;">End of Procedure.</div>

Glossary

Effort	Effort is the time spent on an activity by an individual, expressed as a percentage of the individual's total institutional activities, such as work on sponsored programs, teaching and instruction, service, or other duties. Effort cannot exceed one hundred percent (100%). Effort is not calculated based on a standard forty (40) hour work week, but is calculated as a percentage of the total hours spent on work-related activities.
Overload	
Over-the-Cap	Over-the-Cap Salary is the amount of an individual's salary that exceeds the NIH Salary Cap.
Sponsored Activities	Effort expended on specific research project activities which are separately budgeted and accounted for (that is, Federal, state, city, or private foundation contracts and grants and separately budgeted research projects supported by institutional funds).