



AOR Activities

Quick Steps for Creating an AOR

Overview:

Understanding the Quick Steps for Creating an AOR

In this topic, you will learn how to create AOR's for the employees for whom you are indicated as the AOR Rep. No information regarding detailed views or Sponsored Project information is covered in this tutorial. This tutorial outlines the most basic procedure to build an AOR.

In order to build an AOR, you must have already generated it through the "Generate AOR" page. For more information on how to generate an AOR, see the "Generating an AOR" tutorial.

Only employees who hold the FSU_FACET_AOR_REP (AOR Rep) security 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 create an AOR for the faculty members for whom you are assigned as the AOR Rep.

Key Information:

AORs must already be generated
Employee ID



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ONLINE MANAGEMENT OF NETWORKED INFORMATION

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Employee Central

Financials
Links to employee functions within the financials system.
Expense Reports
Travel Authorizations

HR / Payroll
Access Human Resources and Payroll functions
Benefits Summary
Compensation History
Direct Deposit
Job Opening
Search/Application
View Paycheck
Personal Information Summary
Email Addresses
Home and Mailing Address
Timesheet
W-4 Information
W-2/W-2c Consent
View/Print W2 Forms
W-2 Reissue Request
Certify Effort

Resources and Applications
Links to supporting materials including departmental websites, reporting functions, applications and helpdesk resources.
Job Aids
Budget Office
Controller
Human Resource
FSU Help Desk
Purchasing
Travel

OMNI FINANCIALS 9.0
Financials 9.0
Access OMNI Financials 9.0

OMNI HR 9.0
Human Resources 9.0
Access OMNI Human Resources 9.0

OMNI e-Market
OMNI e-Market
OMNI online shopping

OBI Reporting
Interactive Dashboards
OBI Reporting
OMNI related reporting and dashboards

FSU Budget Crisis Committee

 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.

https://qa.portal.omni.fsu.edu/psp/sqnaep/EMPLOYEE/EMPL/s/WEBLIB_EO_PE.PORTAL_HOMEPAGE.FieldFormula.IScript_Homepi Local intranet 100%

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



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The screenshot shows the Florida State University OMNI Human Resources portal. The top navigation bar includes the university logo, the text 'THE FLORIDA STATE UNIVERSITY OMNI · HUMAN RESOURCES', a search bar, and links for 'Home', 'Worklist', 'Favorites', and 'Sign Out'. A left-hand menu is expanded to show the 'FACET' section, which includes options like 'Assignment of Responsibilities', 'Effort Certification', 'Project Data', 'Employee / Course Data', 'Administration', and 'Certified - Other'. The main content area displays the FACET dashboard with several categories and their respective sub-links. The 'Assignment of Responsibilities' category is highlighted, showing sub-links for 'Generate AOR', 'Mass Approval AOR', 'Faculty AOR Forms', and 'Print AOR Rpt'. The 'Effort Certification' category includes 'Effort Certification Forms', 'Print Effort Certification Rpt', 'Inquiry / Search', and 'Alternate Path Review'. The 'Project Data' category includes 'Project Table', 'Sponsor Information', 'Project Roles', and 'Sponsored Commitments'. The 'Employee / Course Data' category includes 'Employee Data', 'Course Data by Employee', 'Course Data', and 'ORCA Data'. The 'Administration' category includes 'Configuration', 'Security', and 'Batch Processes'. The 'Certified - Other' category includes 'Effort Certification Forms', 'Inquiry / Search', and 'Alternate Path Review'. The 'ER Reporting' category includes 'Print Effort Certification Rpt'. The browser address bar shows the URL: https://hrtest.fsu.edu:20105/psp/ststhr/EMPLOYEE/HRMS/c/ER_MENU_AOR.ER_AOR_GEN.GBL?PORTALPARAM_PTCNAV=GENEF. The browser status bar shows 'Local intranet' and '100%' zoom.

Step	Action
3.	Click the Assignment of Responsibilities link. Assignment of Responsibilities
4.	Click the Faculty AOR Forms link. Faculty AOR Forms
5.	Search for AORs which have already been generated using any of the prompts on this page. You may search for a specific Department or Employee or view all your AORs by clicking Search without any criteria.



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[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: =

AOR Period: begins with

Employee ID: begins with

Empl Rcd #: begins with

AOR Version #: =

Employee Name: begins with

Employee Department: begins with

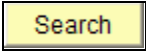
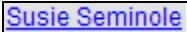
AOR Status: =

Case Sensitive

[Basic Search](#)

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


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Step	Action
6.	Click the Search button. 
7.	Select the desired employee from the Search Results . 
8.	NOTE: Effort for each semester must total 100%.



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Employee 00000194 Susie Seminole Empl Rcd # 0 - Professor 9 Mo SAL AOR Period Fall 2008 to Spring 2009

Department 075000 AOR Version # 1 AOR Status Draft Mode

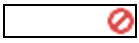
Optional AOR Approvers
 Add Level 1 Approver Add Level 2 Approver

Leave of Absence / Sabbatical

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

	Fall 08	Spring 09
Total Effort Entered	0.00	0.00
<input type="checkbox"/> Instruction	Activity <input type="text"/>	<input type="text"/>
Courses	Activity	
Student Committees/Supervision	Activity	
Other Instruction (non-credit)	Activity	
Academic Advising	Activity	
<input type="checkbox"/> Research / Creative Activity	Activity <input type="text"/>	<input type="text"/>
Departmental Research	Activity	
Creative Activity	Activity	
Sponsored Research	Activity	
<input type="checkbox"/> Service	Activity <input type="text"/>	<input type="text"/>
Academic Support	Activity	
Administration	Activity	
Public Schools		
Public/Professional Services		

Local intranet 100%

Step	Action
9.	Enter effort in the appropriate fields for each semester.
10.	Continue entering effort as needed.
11.	<p>The percentage in red at the top of the page indicates the total amount of effort entered for a particular semester.</p> <p>NOTE: All semesters must total 100% of effort. The total will remain in red until the amounts entered equal 100%.</p>
12.	<p>To view errors on the page, click the Errors button.</p> 



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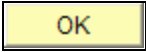
[New Window](#) | [Help](#) | [Customize Page](#) | [HELP](#)

Error Messages

Severity	Msg	Message Text	Override	User ID	DTTM
1 Error	170	Effort percentage must equal 100%.	<input type="checkbox"/>		01/26/2010 5:06:05.000000PM

OK Cancel

Done Local intranet 100%



Step	Action
13.	Read the Message Text that explains the error. Click the OK button. 



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	Fall 10	Spring 11
Total Effort Entered	95.00	90.00
<input type="checkbox"/> Instruction	60.00	30.00
Courses	Activity	
Student Committees/Supervision	Activity	
Other Instruction (non-credit)	Activity	
Academic Advising	Activity	
<input type="checkbox"/> Research / Creative Activity	20.00	20.00
Department Research	Activity	
Creative Activity	Activity	
Sponsored Research	Activity	
<input type="checkbox"/> Service	15.00	40.00
Academic Support	Activity	
Administration	Activity	
Public Schools	Activity	
Public/Professional Services	Activity	

Step	Action
14.	Enter a leave of absence or sabbatical for the faculty member in order for effort to total 100%. Click the Leave of Absence / Sabbatical checkbox. 
15.	Scroll down the page.
16.	A new section was added to allow effort to be entered for Leave of Absence / Sabbatical .
17.	Enter the desired effort into the Leave of Absence / Sabbatical field.
18.	To resolve all errors, continue entering effort for the Spring 10 semester to total 100%.
19.	Scroll back up to the top of the page.
20.	Both semesters now total 100% of effort.
21.	All AORs will generate an automatic workflow which includes the faculty member's supervisor from OMNI as the Level 1 approver, the faculty member, and the appropriate Chair or Dean as the Level 2 approver. You may add additional approvers to the workflow path as needed. To do this, click the Add Level 1 Approver look up button. 



Step	Action
22.	NOTE: An Addl Level 1 Approver will receive the AOR for approval prior to the defined Level 1 Approver (Supervisor) sees it. The same is true for Addl Level 2 Approvers .

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Look Up Addl Level 1 Approver

Addl Level 1 Approver: begins with

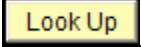
Description: begins with

Last Name: begins with

First Name: begins with

[Basic Lookup](#)


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Step	Action
23.	Search for the desired approver.
24.	Click the Look Up button. 
25.	Select the appropriate approver. WILLIAM WESTCOTT



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Employee [00000194](#) Susie Seminole Empl Rcd # 0 - Professor 9 Mo SAL AOR Period Fall 2008 to Spring 2009

Department 075000 AOR Version # 1 AOR Status Draft Mode

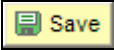

Optional AOR Approvers
 Addl Level 1 Approver WESTCOTT, WILLIAM Addl Level 2 Approver

Leave of Absence / Sabbatical

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

	Fall 08	Spring 09
<u>Total Effort Entered</u>	<u>100.00</u>	<u>100.00</u>
<input type="checkbox"/> Instruction	Activity <input type="text" value="60.00"/>	<input type="text"/>
Courses	Activity	
Student Committees/Supervision	Activity	
Other Instruction (non-credit)	Activity	
Academic Advising	Activity	
<input type="checkbox"/> Research / Creative Activity	Activity <input type="text" value="20.00"/>	<input type="text" value="50.00"/>
Departmental Research	Activity	
Creative Activity	Activity	
Sponsored Research	Activity	
<input type="checkbox"/> Service	Activity <input type="text" value="20.00"/>	<input type="text"/>
Academic Support	Activity	
Administration	Activity	
Public Schools	Activity	
Public/Professional Services	Activity	
<input type="checkbox"/> Leave of Absence / Sabbatical	Activity <input type="text"/>	<input type="text" value="50.00"/>

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Step	Action
26.	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. Scroll to the bottom of the page to save.
27.	<p>NOTE: The Save button will save your work, but will <i>not</i> submit the AOR into workflow for approval. This can be used like a "Save for Later" option.</p> <p>Click the Save button.</p> 
28.	<p>In order for the AOR to be submitted for acknowledgement and approval, you must click the Advance /Cancel AOR button.</p> 



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Take Action On AOR

Action

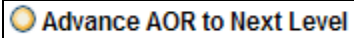
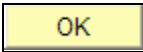
Approval Path: AOR_AWE Current Step: 1 - AOR - Generate/Edit

Advance AOR to Next Level
 Cancel AOR
 None

Comments (required for Deny action)

OK Cancel

Done Local intranet 100%

Step	Action
29.	Click the Advance AOR to Next Level option and add comments below if needed. 
30.	You may also cancel an AOR from this screen. To do this, select the Cancel AOR button.
31.	Click the OK button. 
32.	Once the AOR has been advanced, it will appear as "In Approval" status.



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AOR

Employee 00000194 Susie Seminole Empl Rcd # 0 - Professor 9 Mo SAL AOR Period Fall 2008 to Spring 2009

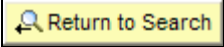
Department 075000 AOR Version # 1 AOR Status In Approval

Leave of Absence / Sabbatical

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

	Fall 08	Spring 09
Total Effort Entered	100.00	100.00
<input type="checkbox"/> Instruction	Activity 60.00	
Courses	Activity	
Student Committees/Supervision	Activity	
Other Instruction (non-credit)	Activity	
Academic Advising	Activity	
<input type="checkbox"/> Research / Creative Activity	Activity 20.00	50.00
Departmental Research	Activity	
Creative Activity	Activity	
Sponsored Research	Activity	
<input type="checkbox"/> Service	Activity 15.00	
Academic Support	Activity	
Administration	Activity	
Public Schools	Activity	
Public/Professional Services	Activity	
<input type="checkbox"/> Leave of Absence / Sabbatical	Activity 5.00	50.00

Local intranet 100%

Step	Action
33.	All effort entry fields are now 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.
34.	The added Level 1 approver is the first to receive this AOR.
35.	Click the Return to Search button to return to the FACET AOR Search Page. 



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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: =

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

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

Step	Action
36.	Click the Home link. Home
37.	Congratulations! You have completed this topic. End of Procedure.