

OMNI FACET Training
Brief Overview of Certifying Effort

Overview:

Understanding the FACET Certifying Effort Process

This tutorial provides a high-level overview of the certify effort process.

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.

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The screenshot shows the OMNI Portal interface. On the left is a navigation menu. The main area contains several informational tiles. The 'e-ORR - Online Role Requests' tile includes a link for 'Certify Effort'.

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>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 style="text-align: center;">Search</p>
3.	<p>At the top of the Enter Effort page, the Effort Reporting Period (ER Period) for the report you are viewing is displayed.</p>

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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	

Step	Action
4.	<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>
5.	<p>To view course/section detail, click the Instruction for Credit option.</p> <p><input type="checkbox"/></p>
6.	<p>To view course detail, click the Show More Detail button.</p> <p><input type="button" value="Show More Detail >>"/></p>
7.	<p>To view section detail for each course, click the Show More Detail button.</p> <p><input type="button" value="Show More Detail >>"/></p>

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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 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 100.00 Remaining 0.00

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
8.	To view funding detail for each course section, click the Show More Detail button again. Show More Detail

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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

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

Activity	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

Step	Action
9.	Click the Show Less Detail button several times to return back to the overall view of Instruction for Credit.
10.	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.



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..

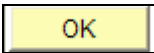

Certify
 Deny
 Put on Hold
 None

Comments (required for Deny action)

OK
Cancel

Step	Action
11.	Click the Certify option to proceed. <input type="radio"/> Certify
12.	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 screenshot shows a web interface for The Florida State University. At the top, there is a header with the university's logo and name, and a search bar. Below the header, a 'Welcome!' message is displayed. The main content area is titled 'Take Action On Effort Report'. Underneath this title, there is a section labeled 'Action' which contains a form. The form has a dropdown menu for 'Approval Path' set to 'STANDARD', and text indicating 'Standard ER Approval Path.' and 'Current Step 4 - Knowledgeable Person..'. There are four radio button options: 'Certify' (selected), 'Deny', 'Put on Hold', and 'None'. The 'Certify' option has associated text for both 'Employee' and 'Supervisor'. Below the radio buttons is a text area for 'Comments (required for Deny action)'. At the bottom of the form are 'OK' and 'Cancel' buttons.

Step	Action
13.	Click the OK button. 
14.	The Finalize Report button is no longer available. You have completed the certification process.
15.	Click the Home button. 
16.	Congratulations! You have completed this topic. End of Procedure.