

OMNI FACET AOR Training Acknowledging an AOR

Overview:

Understanding the AOR Acknowledgement Process

In this topic, you will learn how to acknowledge your AOR online within the OMNI FACET Application.

The AOR Rep Department will initiate the AOR process in OMNI. The AOR Rep is the only role allowed to edit the AOR in the system. Once the AOR Rep generates, builds, and advances the AOR, it will then route to the current Supervisor in OMNI at the time the AOR is generate for approval. Once the Supervisor approves the AOR, it will route to you, the faculty member, for review and acknowledgement. Since you may not make any changes to your AOR in the system, any discrepancies will need to be discussed and resolved outside of the online AOR process. If your supervisor agrees to changes, your department's AOR Rep must make the necessary changes to your AOR and resubmit for approval and acknowledgement.

Procedure

Scenario:

In this topic, you will learn how to acknowledge your AOR online within the OMNI FACET Application.

The screenshot displays the OMNI FACET AOR Training application interface. At the top, the Florida State University logo and name are visible, along with a search bar and a 'GO' button. Below the header, there are several navigation and content panels:

- Employee Central:** A sidebar menu with links for Financials, HR / Payroll, and Resources and Applications.
- OMNI FINANCIALS 9.0:** A panel with a link to 'Financials 9.0' and the text 'Access OMNI Financials 9.0'.
- OMNI HR 9.0:** A panel with a link to 'Human Resources 9.0' and the text 'Access OMNI Human Resources 9.0'.
- OMNI e-Market:** A panel with a link to 'OMNI e-Market' and the text 'OMNI online shopping'.
- OBI Reporting:** A panel with a link to 'OBI Reporting' and the text 'OMNI related reporting and dashboards'.
- FSU Budget Crisis Committee:** A panel with a red exclamation mark icon and text stating: '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.'

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| Step | Action |
|------|--|
| 1. | Click the Human Resources 9.0 link. Human Resources 9.0 |
| 2. | Click the FACET link. ▶ FACET |
| 3. | Click the Assignment of Responsibilities link. Assignment of Responsibilities |
| 4. | Click the Mass Approval AOR link. NOTE: You can also view AOR's awaiting your acknowledgement by clicking the Worklist link. Mass Approval AOR |

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Mass Approvals for AOR application

▶ Search pending AOR's

[Select All](#) [Deselect All](#) [Approve](#) [Send Back](#) [Refresh List](#)

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

| Select | Employee Name | Employee ID | Empl Rcd # | Employee Type | Institution | Report ID | Year | Version # | Department | AOR |
|----------------------------|--------------------------------|-------------|------------|------------------------|-------------|-----------|------|-----------|------------|------|
| 1 <input type="checkbox"/> | Suzie Seminole | 000000159 | 0 | 0 - Professor 9 Mo SAL | FSU01 | EXEMPT | 2009 | 1 075000 | | In A |

[Select All](#) [Deselect All](#) [Approve](#) [Send Back](#)

▶ Comments

| Step | Action |
|------|--|
| 5. | Review the details of your AOR, by clicking the Employee Name link. |

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AOR















Employee 00000015 Suzie Seminole Empl Rcd # 0 - Professor 9 Mo SAL AOR Period Fall 2008 to Spring 2009

Department 075000 - Chemistry & Biochemistry AOR Version # 1 AOR Status In Approval

Leave of Absence / Sabbatical

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


Acknowledge AOR  

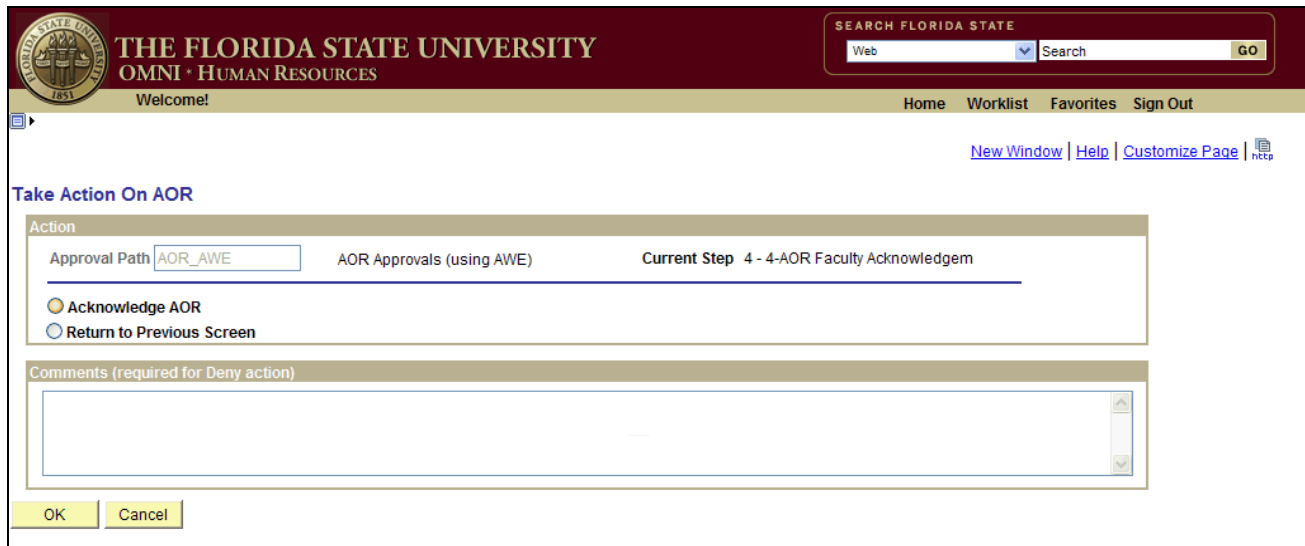
| | Fall 08 | Spring 09 | User Add |
|--|--------------------------------|---------------|---|
| <u>Total Effort Entered</u> | <u>100.00</u> | <u>100.00</u> | |
| <input type="checkbox"/> Instruction | 30.00 | 30.00 |  |
| Courses | Activity 30.00 | 30.00 |  |
| Student Committees/Supervision | Activity | |  |
| Other Instruction (non-credit) | Activity | |  |
| Academic Advising | Activity | |  |
| <input type="checkbox"/> Research / Creative Activity | 40.00 | 40.00 |  |
| Departmental Research | Activity | |  |
| Creative Activity | Activity | |  |
| Sponsored Research | Activity 40.00 | 40.00 |  |
| <input type="checkbox"/> Service | 30.00 | 30.00 |  |
| Academic Support | Activity 30.00 | 30.00 |  |
| Administration | Activity | |  |
| Public Schools | Activity | |  |
| Public/Professional Services | Activity | |  |

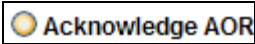
| Step | Action |
|------|---|
| 6. | <p>Depending on the level of detail your AOR Rep entered effort, it may be possible to view additional detailed information.</p> <p>Click the Show More Detail button.</p> <p>Show More Detail »»</p> |
| 7. | <p>In this example, even further detail is available.</p> <p>Click the Show More Detail button again.</p> <p>NOTE: Not all faculty members will have access to this detailed view. Your Chair/Dean has determined what level of detail is available for your department.</p> <p>Show More Detail »»</p> |
| 8. | Scroll down the page to review the various assignments on your AOR. |
| 9. | Once you have thoroughly reviewed your AOR, scroll back to the top of the page to acknowledge. |


Training Guide

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| Step | Action |
|------|--|
| 10. | Click the Acknowledge AOR button to move forward with the acknowledgement process.  |



| Step | Action |
|------|---|
| 11. | Click the Acknowledge AOR option. NOTE: If do not agree with your AOR, you must handle the discrepancy outside of the online AOR process. You cannot edit or deny your AOR. All changes to your AOR must be made through your department's AOR Rep.  |
| 12. | You may enter information into the Comments field, if desired. Comments are not required. |



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Take Action On AOR

Action

Approval Path AOR Approvals (using AWE) **Current Step** 4 - 4-AOR Faculty Acknowledgem

Acknowledge AOR
 Return to Previous Screen

Comments (required for Deny action)

I AGREE WITH THIS AOR.

| Step | Action |
|------|---|
| 13. | Click the OK button to complete the acknowledgement. <div style="text-align: center; margin-top: 5px;"> <input style="border: 2px solid black;" type="button" value="OK"/> </div> |

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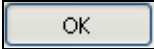

Employee 00000015 Suzie Seminole Empl Rcd # 0 - Professor 9 Mo SAL AOR Period Fall 2008 to Spring 2009

Department 075000 - Chemistry & Biochemistry AOR Version # 1 AOR Status Fully Approved

Leave of Absence / Sabbatical

Show Less Detail Show More Detail

| | Fall 08 | Spring 09 | User Add |
|---|----------|-----------|----------|
| Total Effort Entered | 100.00 | 100.00 | |
| <input type="checkbox"/> Instruction | | | |
| Courses | | | |
| Organic Chemistry I | 30.00 | 30.00 | |
| # of Sections | 30.00 | 30.00 | |
| # of Credit Hours | 15.00 | 15.00 | |
| Organic Chemistry II Laboratory | Activity | 15.00 | 15.00 |
| # of Sections | | | |
| # of Credit Hours | | | |
| Student Committees/Supervision | Activity | | |
| # of Doctoral Students | | | |
| # of Doctoral Committees | | | |
| # of Masters' Students | | | |
| # of Masters' Committees | Activity | | |
| # of Undergraduate Students | Activity | | |
| # of Undergraduate Committees | | | |

| Step | Action |
|------|---|
| 14. | Click the OK button.  |
| 15. | To view additional levels of approval remaining for your AOR, scroll to the bottom of the page. |
| 16. | When you have finished viewing the additional approvers for your AOR, click the Home link to return to the main menu.  |
| 17. | Congratulations! You have completed this topic. End of Procedure. |