



OMNI FACET

Brief Overview of Certifying Non-Exempt Reports

Overview:

Understanding the FACET Non-Exempt Effort Reporting Process

FACET is the University's effort reporting system that is the tool to ensure compliance with the requirements under the federal Office of Management and Budget (OMB) Circular A-21.

This tutorial explains the process for certifying effort in the new FACET module.

Procedure

Scenario:

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

Key Information:

- Copy of submitted time sheets with hours worked during the reporting period.
- Pay period / Payroll Calendar as a reminder of the time sheets submission deadlines for each pay period.


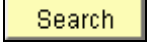
The screenshot shows the Florida State University OMNI web portal. At the top, there is a search bar and navigation links for Home, Personalize Content, and Sign out. The main content area is organized into several sections:

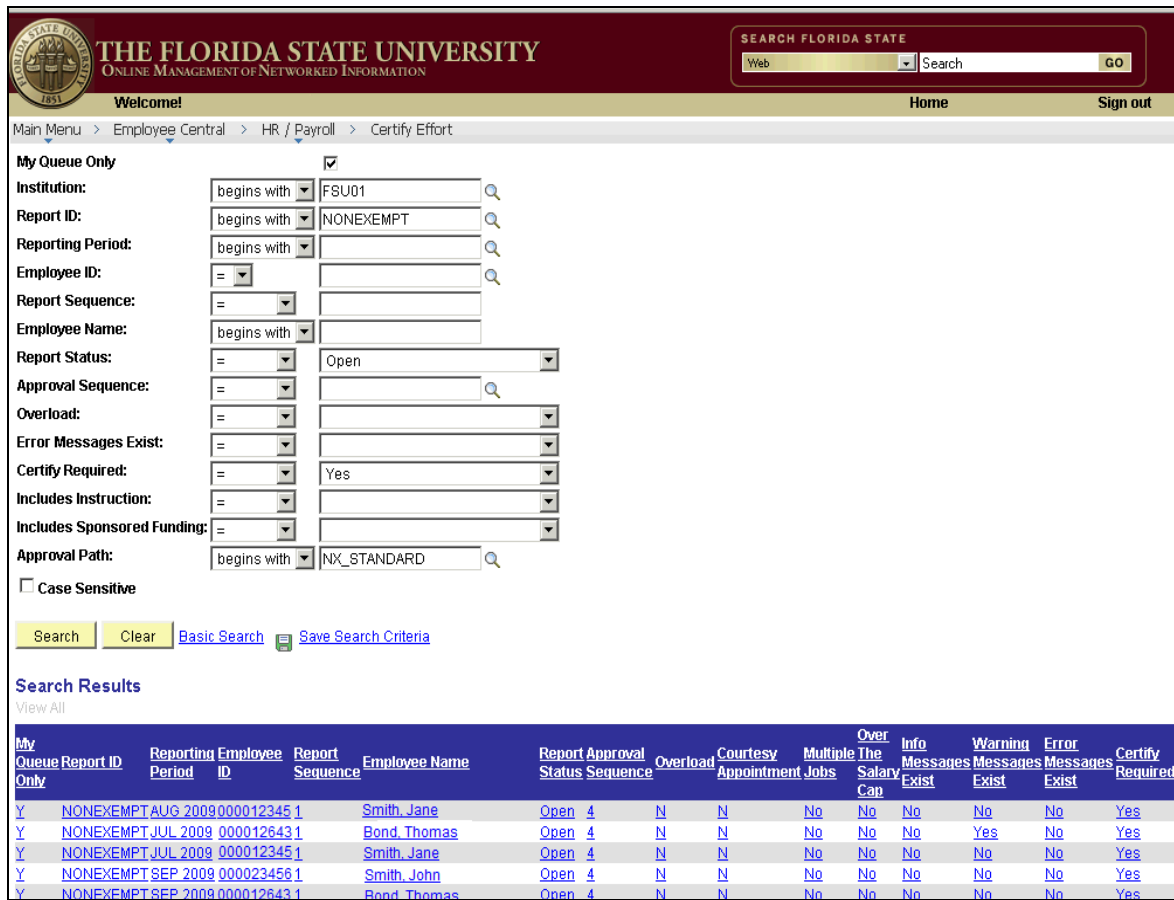
- Employee Central:** Includes links for Financials (Expense Reports, Travel Authorizations) and HR / Payroll (Benefits Summary, Compensation History, Direct Deposit, Job Opening Search/Application, View Paycheck, Personal Information Summary, Email Addresses, Home and Mailing Address, Timesheet, W-4 Information, W-2/W-3 Consent, View/Print W2 Forms, Certify Effort).
- Resources and Applications:** Links to supporting materials including departmental websites, reporting functions, applications and helpdesk resources (Job Aids, Budget Office, Controller, Human Resources, Purchasing, Travel, FSU Help Desk, Business Objects XI).
- OMNI FINANCIALS 9.1:** Access OMNI Financials 9.1
- OMNI HR 9.0:** Access OMNI Human Resources 9.0
- OBI Reporting:** Interactive Dashboards OMNI related reporting and dashboards
- OMNI e-Market:** OMNI e-Market OMNI online shopping
- FSU Help Desk:** FSU Help Desk FSU's Technology Services Help Desk. Research help topics or submit an online help request.
- FSU Budget Crisis Committee:** Important! In continuing response to the on-going state fiscal problems, the President has expanded the Budget Crisis Committee to include a faculty representative from each college. Key in the overall reconstitution of the committee is the significantly expanded faculty participation; Now each college has at least one representative. The committee members shall listen, ask questions, provide advice, act as the point of contact for their respective colleges and keep their colleges informed. 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.
- FSU Releases Free App:** Check out FSU sports scores and schedules, videos, images, campus map, directory and places all in the palm of your hand. To download free FSU app go to BlackBerry AppWorld. For iPhone, iTouch and iPad free app, go to iTunes. For more information on the FSUMobile Application, visit: http://its.fsu.edu/Web_Services/FSU-Mobile



OMNI

Training Guide

Step	Action
1.	The effort certification application can be accessed directly from the OMNI Portal. Click the Certify Effort link. 
2.	To view all reports that require your action, click the Search button. If you are a supervisor there may be a list of reports listed within the Search Results . To proceed, select the desired report. Click the Search button. 



The screenshot shows the OMNI portal interface. At the top, there is a search bar with the text "SEARCH FLORIDA STATE" and a "GO" button. Below the search bar, the page title is "THE FLORIDA STATE UNIVERSITY ONLINE MANAGEMENT OF NETWORKED INFORMATION". The main content area is titled "Certify Effort" and contains a search criteria form. The form includes fields for "Institution" (beginning with FSU01), "Report ID" (beginning with NONEXEMPT), "Reporting Period", "Employee ID", "Report Sequence", "Employee Name", "Report Status" (set to Open), "Approval Sequence", "Overload", "Error Messages Exist", "Certify Required" (set to Yes), "Includes Instruction", "Includes Sponsored Funding", and "Approval Path" (beginning with NX_STANDARD). There are also "Search", "Clear", "Basic Search", and "Save Search Criteria" buttons. Below the search criteria, the "Search Results" section displays a table of results.

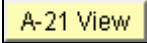
My Queue Only	Reporting Period	Employee ID	Report Sequence	Employee Name	Report Status	Approval Sequence	Overload	Courtesy Appointment	Multiple Jobs	Over The Salary Cap	Info Messages Exist	Warning Messages Exist	Error Messages Exist	Certify Required
Y	NONEXEMPT AUG 2009	000012345	1	Smith, Jane	Open	4	N	N	No	No	No	No	No	Yes
Y	NONEXEMPT JUL 2009	000012643	1	Bond, Thomas	Open	4	N	N	No	No	No	Yes	No	Yes
Y	NONEXEMPT JUL 2009	000012345	1	Smith, Jane	Open	4	N	N	No	No	No	No	No	Yes
Y	NONEXEMPT SEP 2009	000023456	1	Smith, John	Open	4	N	N	No	No	No	No	No	Yes
Y	NONEXEMPT SEP 2009	000012643	1	Bond, Thomas	Open	4	N	N	No	No	No	No	No	Yes

Step	Action
3.	At the top of the Enter Effort page, the Effort Reporting Period (ER Period) for the report you are viewing is displayed.



OMNI

Training Guide

Step	Action
4.	<p>The Actual Effort section indicates the hours worked that have been accounting for. In some Departments, all or some of the effort hours may have been entered prior to the report being routed to you. In other Departments, no effort hours 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 reflect the hours you worked, you should input the hours worked and speak with the individual that handles timesheets and/or the appropriate FACET representative.</p>
5.	<p>Determine the appropriate field to enter your Actual Effort Hours Worked.</p> <p>To enter the hours, simply click inside the field and enter the desired number of hours.</p>
6.	<p>To view funding detail, click the A-21 View button.</p> <p></p>

THE FLORIDA STATE UNIVERSITY
ONLINE MANAGEMENT OF NETWORKED INFORMATION

SEARCH FLORIDA STATE
Web Search

Welcome! Home

Main Menu > Employee Central > HR / Payroll > Certify Effort

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

Federal A21 Effort View

Employee / Rcd # 000012345 0 Jane Smith Status Open Appr Seq 4 ER Period 2 - Aug 2009(C, D)

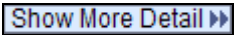
Department 218000 - Mechanical Engineering Hourly Rate \$8.50 Gross Payroll \$ \$340.00 Hours 40 Job FTE 0.50

Effort Entered
Units Hours Total 40
Worked

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

	Gross Payroll \$	Hours	Actual Effort (HRS)
<input type="checkbox"/> Sponsored Activities (A21)	\$ 340.00	40	
025081 - NUE: NanoCORE (Nanotechnology)	\$ 340.00	40	40
DIR - Direct Charged Salaries	\$ 340.00	40	
UCS - Uncommitted Cost Sharing	-		40
<input type="checkbox"/> Non-Sponsored Activities			
General - NonSponsored	-		

OK Cancel

Step	Action
7.	<p>To show funding details, double-click the Show More Detail button.</p> <p></p>



Federal A21 Effort View

Employee / Rcd # 000012345 0 Jane Smith Status Open Appr Seq 4 ER Period 2 - Aug 2009(C, D)

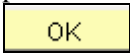

Department 218000 - Mechanical Engineering Hourly Rate \$8.50 Gross Payroll \$ \$340.00 Hours 40 Job FTE 0.50

Effort Entered		
Units	Hours	Total
	Worked	40

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

	Gross Payroll \$	Hours	Actual Effort (HRS)
Sponsored Activities (A21)			
<input type="checkbox"/> 025081 - NUJ: NanoCORE (Nanotechnology)	\$ 340.00	40	40
DIR - Direct Charged Salaries	\$ 340.00	40	
2180005200025081	\$ 340.00	40	
UCS - Uncommitted Cost Sharing	-		40
Non-Sponsored Activities			
<input type="checkbox"/> General - NonSponsored	-		

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

Step	Action
8.	Click the gross payroll hyperlink to see payroll details.
9.	Once you have reviewed the payroll details, click the OK button to return to the previous screen. 
10.	To navigate back to the Enter Effort page, click the OK button. 
11.	Review the report to ensure all sponsored project data is accurate and hours worked on a sponsored project during the reporting period are accounted for appropriately.



OMNI

Training Guide

Employee [000012345](#) Jane Smith On Hold Multiple Jobs Over-the-Cap

Employee-Level Totals (for ALL Jobs)

Job FTE	0.50
----------------	------

[Certify / Deny Report](#)

Effort by Job First 1 of 1 Last

Empl Rcd # 0 Laboratory Assistant Department 218000 - Mechanical Engineering Job FTE 0.50

A-21 View [Add Sponsored Project](#)

Actual Effort

Units Hours Worked Entered 40 Remaining 0

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

Enter Effort by Activity First 1-11 of 11 Last

	Activity Details	Actual Effort (HRS)	User Add
<input type="checkbox"/>	Other Non-Sponsored Activities		
	Other Instructional Effort - Non-Credit	<input type="text"/>	
	Departmental Research	<input type="text"/>	
	Public/Professional Service	<input type="text"/>	
	Dept/Unit/College Admin	<input type="text"/>	
	Sponsored Projects Admin	<input type="text"/>	
	Other Departmental Administration	<input type="text"/>	
	Other	<input type="text"/>	
<input type="checkbox"/>	Sponsored Activities	40	
	025081 - NUE: NanoCORE (Nanotechnology)	<input type="text" value="40"/>	

Step	Action
12.	Click the Save button.
13.	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.



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

Take Action On Effort Report

Action

Approval Path NX FACET Standard path **Current Step** 4 - Knowledgeable Person

Certify
 Deny
 Return to Previous Screen

Comments (required for Deny action)

▼ Action will Apply to these Job / Empl RCD#s Find | First 1 of 1 Last

Empl Rcd #	Description
0	Laboratory Assistant

Step	Action
14.	Click the Certify option to proceed.
15.	Please review the Cerify language carefully as this certified report is an official document on your behalf.

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

Take Action On Effort Report

Action

Approval Path NX FACET Standard path **Current Step** 4 - Knowledgeable Person

Certify
 Deny
 Return to Previous Screen

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.

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.

Comments (required for Deny action)

▼ Action will Apply to these Job / Empl RCD#s Find | First 1 of 1 Last


Empl Rcd #	Description
0	Laboratory Assistant

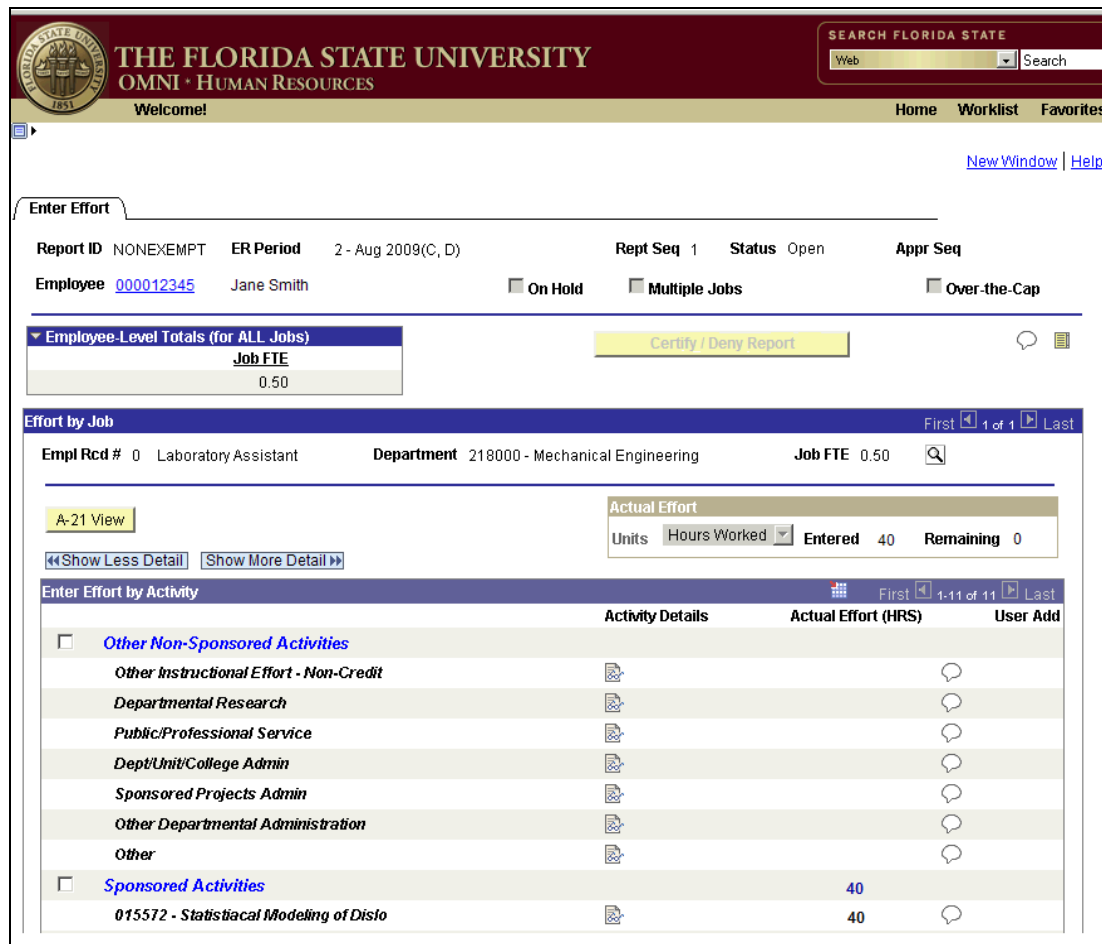
Step	Action
16.	Click the OK button.



OMNI

Training Guide

Step	Action
17.	This is the report submission confirmation screen. Click the OK button. 
18.	The Certify / Push Back Report button is no longer available. You have completed the certification process.



THE FLORIDA STATE UNIVERSITY
OMNI - HUMAN RESOURCES

Welcome! Home Worklist Favorites

SEARCH FLORIDA STATE
Yeb Search

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

Enter Effort

Report ID NONEXEMPT ER Period 2 - Aug 2009(C, D) Rept Seq 1 Status Open Appr Seq
Employee 000012345 Jane Smith On Hold Multiple Jobs Over-the-Cap

Employee-Level Totals (for ALL Jobs)

Job FTE
0.50

Effort by Job First 1 of 1 Last


Empl Rcd # 0 Laboratory Assistant Department 218000 - Mechanical Engineering Job FTE 0.50

A-21 View Actual Effort
Units Hours Worked Entered 40 Remaining 0

Show Less Detail Show More Detail

Enter Effort by Activity First 1-11 of 11 Last

Activity Details	Actual Effort (HRS)	User Add
<input type="checkbox"/> Other Non-Sponsored Activities		
Other Instructional Effort - Non-Credit		
Departmental Research		
Public/Professional Service		
Dept/Unit/College Admin		
Sponsored Projects Admin		
Other Departmental Administration		
Other		
<input type="checkbox"/> Sponsored Activities	40	
015572 - Statistical Modeling of Dislo	40	

Step	Action
19.	Click the Home link to exit the FACET module. 
20.	Congratulations! You have completed this topic. End of Procedure.



OMNI

Training Guide