



### OMNI FACET

## 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 divided into several sections:

- Employee Central:** A sidebar menu with links for Financials, HR/Payroll, and Resources and Applications.
- OMNI FINANCIALS 9.1:** A tile for Financials 9.1 with a sub-link for Access OMNI Financials 9.1.
- OMNI HR 9.0:** A tile for Human Resources 9.0 with a sub-link for Access OMNI Human Resources 9.0.
- OBI Reporting:** A tile for OBI Reporting with a sub-link for OMNI related reporting and dashboards.
- OMNI e-Market:** A tile for OMNI e-Market with a sub-link for OMNI online shopping.
- FSU Help Desk:** A tile for FSU Help Desk with a sub-link for FSU's Technology Services Help Desk.
- FSU Budget Crisis Committee:** A tile with a red exclamation mark icon and text: "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:** A tile with text: "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>"



Step	Action
1.	The effort certification application can be accessed directly from the OMNI Portal.  Click the <b>Certify Effort</b> link. <a href="#">Certify Effort</a>
2.	If the Report ID defaults to "Exempt," you must change the report ID to "NONEXEMPT".  Click the <b>Look up Report ID</b> graphic. 
3.	Click the <b>NONEXEMPT</b> link. <a href="#">NONEXEMPT</a>
4.	If the "Approval Path" defaults to "Standard," you must change it to "NX_STANDARD".  Click the <b>Look up Approval Path</b> graphic. 
5.	Click the <b>NX FACET Standard path</b> link. <a href="#">NX FACET Standard path</a>

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ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!


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


### Certify Effort


Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value

My Queue Only

**Institution:** begins with  

**Report ID:** begins with  


**Reporting Period:** begins with  

**Employee ID:** =  

**Report Sequence:** =

**Employee Name:** begins with

**Report Status:** =  Open

**Approval Sequence:** =  


**Overload:** =

**Error Messages Exist:** =


**Certify Required:** =  Yes

**Includes Instruction:** =


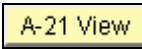
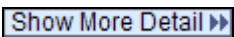
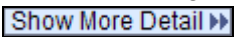


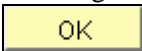
**Includes Sponsored Funding:** =

**Approval Path:** begins with  

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)





Step	Action
6.	To view all reports that require your action, click the <b>Search</b> button.  If you are a supervisor, there may be a list of reports shown within the <b>Search Results</b> . To proceed, click the <b>Search</b> button. 
7.	For the purpose of this example, click the <b>Smith, Jane</b> link.
8.	At the top of the <b>Enter Effort</b> page, the Effort Reporting Period ( <b>ER Period</b> ) for the report you are viewing is displayed.
9.	The <b>Actual Effort</b> section indicates the hours worked that are accounted for via the timely submission of timesheets. 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.  It is important to understand that if the information entered does not accurately reflect the hours you worked, you should speak with the individual that handles timesheets and/or the appropriate FACET representative.
10.	Determine the appropriate field to enter your <b>Actual Effort Hours Worked</b> .  To enter the hours simply click inside the field and enter the desired number of hours.
11.	To view funding source data, click the <b>A-21 View</b> button. 
12.	To view more details, click the <b>Show More Detail</b> button. 
13.	To show funding details, double-click the <b>Show More Detail</b> button. 
14.	Click the <b>Project Detail</b> graphic for the Project Detail pop-up window to appear.  <b>NOTE:</b> This window appears as a pop-up, therefore you may need to temporarily enable "pop-ups" in your internet browser settings. 
15.	The Project General page shows general project information such as a project's <b>Start</b> and <b>End Date</b> .
16.	Click the gross payroll link to see payroll details.
17.	Once you have reviewed the payroll details, click the <b>OK</b> button to return to the previous screen. 
18.	To navigate back to the <b>Enter Effort</b> page, click the <b>OK</b> button. 



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Step	Action
19.	Review the report to ensure all sponsored project data is accurate and <b>hours worked</b> on a sponsored project during the reporting period are accounted for appropriately.
20.	If you believe a sponsored project is missing from the report, you can add a sponsored project by clicking the <b>Add Sponsored Project</b> button. Click the <b>Add Sponsored Project</b> button. 
21.	If you know the 6-digit Project ID number you may enter it or click the <b>Look up Project</b> graphic. 
22.	To look up a Project you may search by: -Project Title -Project PI ID -PI Name -Project Department -Sponsor ID -Sponsor Type or -Account


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

### Look Up Project


Institution: FSU01


Project ID:


Project Title:


Project PI ID:  

PI Name:

Project Department:  

Sponsor ID:  

Sponsor Type:  

Account:  

[Basic Lookup](#)

#### Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.


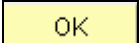
[View All](#) First  1-100 of 300

Project ID	Project Title	Project PI ID	PI Name	Project Department	Department Description	Sponsor ID	Sponsor Type	Sponsor Description
000008	President's Office SRAD Allocat	000087352	Barron, Eric J	001000	PRESIDENT'S OFFICE	496	FSU	Florida State University
000032	Strozier Library SRAD Allocati	000073197	Zimmerman, Julia A	066000	STROZIER LIBRARY	521	FSU	Florida State University
000048	ABEL-CLIMATOLOGY RES	000004073	Lainq, Sophie V	070000	DEAN COLL OF ARTS & SCIENCES	521	FSU	Florida State University
000049	Arts & Sciences SRAD Allocatio	000001431	Travis, Joseph A	070000	DEAN COLL OF ARTS & SCIENCES	496	FSU	Florida State University
000053	GFDI Sponsored Proj SRAD Alloc	000043581	Clayson, Carol A	071003	GFDI SPONSORED PROJECTS	496	FSU	Florida State University
000071	Anthropology SRAD Allocation	000038556	Falk, Dean	072004	ANTHROPOLOGY SPONSORED PROJ	496	FSU	Florida State University
000088	IMB Sponsored Projects SRAD Al	000006941	Logan, Timothy M	073002	IMB SPONSORED PROJECTS	496	FSU	Florida State University
000126	Biology Sponsored Proj SRAD	000039324	Chase, Prescott B	074012	BIOLOGY SPONSORED PROJECTS	496	FSU	Florida State University
000131	Cytoskeleton of Mouse Oocytes	000006809	Moerland, Timothy S	074012	BIOLOGY SPONSORED PROJECTS	975	FED	Federal
000253	Chemistry SRAD Allocation	000001669	Schlenoff, Joseph B	075000	CHEMISTRY & BIOCHEMISTRY	496	FSU	Florida State University
000311	Classics SRAD ALLOCATION	000008313	Pullen, Daniel J	076002	CLASSICS SPONSORED PROJECTS	521	FSU	Florida State University
000314	English SRAD Allocation	000002598	Berry, Ralph M	077000	ENGLISH	496	FSU	Florida State University
000316	Geology Sponsored Proj SRAD Al	000068058	Dudley, Lynn M	078006	GEOLOGY SPONSORED PROJECTS	496	FSU	Florida State University
000333	History Sponsored Project SRAD	000008533	Jumonville, Neil T	079002	HISTORY SPONSORED PROJECTS	496	FSU	Florida State University
000343	Comp Sci Sponsored Proj SRAD	000007252	Whalley, David B	080003	COMP SCI SPONSORED PROJECTS	496	FSU	Florida State University
000347	Mathematic Sponsored Proj SRAD	000002020	Bowers, Philip L	081003	MATHEMATICS SPONSORED PROJECTS	496	FSU	Florida State University
000361	Modern Lang SRAD Allocation	000000970	Cloonan, William J	082003	MOD LANG SPONSORED PROJECTS	496	FSU	Florida State University
000362	Philosophy SRAD Allocation	000027776	Bawling, John B	082004	PHILOSOPHY SPONSORED PROJ	496	FSU	Florida State University



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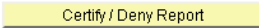
## Training Guide

Step	Action
23.	Click the <b>Look Up</b> button. 
24.	Select the desired project.
25.	Click the <b>OK</b> button. 

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


**Enter Effort**

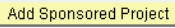
Report ID NONEXEMPT ER Period 2 - Aug 2009(C, D) Rept Seq 1 Status Open Appr Seq 4  
 Employee [000012345](#) Jane Smith  On Hold  Multiple Jobs  Over-the-Cap

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"/> <b>Other Non-Sponsored Activities</b>		
<i>Other Instructional Effort - Non-Credit</i>	<input type="text"/>	
<i>Departmental Research</i>	<input type="text"/>	
<i>Public/Professional Service</i>	<input type="text"/>	
<i>Dept/Unit/College Admin</i>	<input type="text"/>	
<i>Sponsored Projects Admin</i>	<input type="text"/>	
<i>Other Departmental Administration</i>	<input type="text"/>	
<i>Other</i>	<input type="text"/>	
<input type="checkbox"/> <b>Sponsored Activities</b>	<b>40</b>	
<i>010322 - Design of Microjet</i>	<input type="text"/>	
<i>025081 - NUE: NanoCORE (Nanotechnology)</i>	<b>40</b>	

Step	Action
26.	Enter effort hours into the <b>Actual Effort</b> field for this project.



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

Employee-Level Totals (for ALL Jobs)

<b>Job FTE</b>
0.50

[Certify / Deny Report](#)

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**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](#)

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

**Actual Effort**

Units	Hours Worked	Entered 40	Remaining 0
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**Enter Effort by Activity** First 1-11 of 11 Last

	Activity Details	Actual Effort (HRS)	User Add
<input type="checkbox"/>	<b>Other Non-Sponsored Activities</b>		
	<i>Other Instructional Effort - Non-Credit</i>	<input type="text"/>	
	<i>Departmental Research</i>	<input type="text"/>	
	<i>Public/Professional Service</i>	<input type="text"/>	
	<i>Dept/Unit/College Admin</i>	<input type="text"/>	
	<i>Sponsored Projects Admin</i>	<input type="text"/>	
	<i>Other Departmental Administration</i>	<input type="text"/>	
	<i>Other</i>	<input type="text"/>	
<input type="checkbox"/>	<b>Sponsored Activities</b>	<b>40</b>	
	<i>010322 - Design of Microjet Injection A</i>	<input type="text" value="10"/>	
	<i>025081 - NUE: NanoCORE (Nanotechnology)</i>	<input type="text" value="40"/>	

Step	Action
27.	Click the <b>Save</b> button. 
28.	This warning message appears due to the difference in hours entered and hours accounted for by payroll data. Please contact the individual in your department responsible for submitting timesheets to ensure that the payroll data is up to date.  <b>NOTE:</b> This warning message does <i>not</i> prevent you from certifying the <b>actual hours you worked</b> .
29.	When you have completed the review of this effort report and the information accurately represents your effort for the reporting period.  Click the <b>Certify / Deny Report</b> button. 



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## Training Guide

[New Window](#) | [Help](#) | [0](#)

### Take Action On Effort Report

**Action**

Approval Path: NX STANDARD      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
30.	Click the <b>Certify</b> option to proceed. 
31.	Please review the Cerify language carefully as this certified report is an official document on your behalf.

[New Window](#) | [Help](#) | [0](#)

### Take Action On Effort Report

**Action**

Approval Path: NX STANDARD      NX FACET Standard 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.  
 **Return to Previous Screen**

**Comments (required for Deny action)**

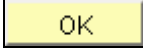
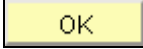

▼ **Action will Apply to these Job / Empl RCD#s** Find | First 1 of 1 Last


Empl Rcd #	Description
0	Laboratory Assistant



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Step	Action
32.	Click the <b>OK</b> button. 
33.	This is the report submission confirmation screen.  Click the <b>OK</b> button. 
34.	The <b>Certify / Push Back Report</b> button is no longer available.  You have completed the certification process.
35.	Click the <b>Save</b> button. 



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SEARCH FLORIDA STATE

Welcome! [Home](#) [Worklist](#) [Favorite](#)

**Enter Effort**

Report ID NONEXEMPT    ER Period 2 - Aug 2009(C, D)    Rept Seq 1    Status Open    Appr Seq 5

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

Employee-Level Totals (for ALL Jobs)	Job FTE
0.50	0.50


**Effort by Job** First 1 of 1 Last

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

Actual Effort	
Units	Entered 50    Remaining -10

**Enter Effort by Activity** First 1-11 of 11 Last

Activity Details	Actual Effort (HRS)	User Add
<input type="checkbox"/> <b>Other Non-Sponsored Activities</b>		
Other Instructional Effort - Non-Credit	0	0
Departmental Research	0	0
Public/Professional Service	0	0
Dept/Unit/College Admin	0	0
Sponsored Projects Admin	0	0
Other Departmental Administration	0	0
Other	0	0
<input type="checkbox"/> <b>Sponsored Activities</b>		
015572 - Statistical Modeling of Dislo	10	0

Step	Action
36.	Click the <b>Home</b> link to exit the FACET module. 





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## Training Guide

Step	Action
37.	<b>Congratulations!</b> You have completed this topic.  <b>End of Procedure.</b>