

OMNI FACET Training

Reviewing Alternate Path Reports

Overview:

Understanding the Process to Review Alternate Path Reports

The purpose of this tutorial is to act as a guide, indicating all departments awaiting your review, those you have already reviewed, and those you still need to review. Only your departments that have FACET reports in the Alternate Approval Path will appear on this list. You are required to review these reports each FACET reporting period. This tool will help keep track of your reports, and will show you which departments you have reviewed and which still require attention.

Remember, the Alternate Approval Path contains reports for Faculty Adjuncts and Graduate Assistants who have no Sponsored Research funding and only one job during the designated period. Alternate Approval effort is prepopulated (you do not have to enter any effort). The only action needed on Alternate Approval reports is your review. All other reports are in the Standard Approval Path where effort must be entered manually and then must proceed through approval workflow.

IMPORTANT: You will have access to the "Alternate Path Review" only if *both* of the following is true:

1. You are on the Department Rep Table with the "FACET Dept Rep" designation for each of your six-digit department numbers
2. You have the role of FSU_FACET_REP

*Both of the above access roles are necessary for you to perform the required FACET operation.

Procedure

Scenario:


In this topic, you will learn how to indicate you have reviewed your department's Alternate Approval Path reports and keep track of those which still need to be reviewed.

Training Guide

OMNI FACET Training


The screenshot shows the OMNI portal interface. The top navigation bar includes the Florida State University logo, the text 'THE FLORIDA STATE UNIVERSITY ONLINE MANAGEMENT OF NETWORKED INFORMATION', a search bar, and links for 'Personalize Content' and 'Sign out'. The left sidebar contains a 'Welcome!' message and a navigation menu with sections: 'Employee Central' (with sub-links for Financials, HR / Payroll, and Resources and Applications), and 'e-ORR - Online Role Requests' (with sub-links for Actions and Job Aids). The main content area displays several widgets: 'OMNI FINANCIALS 9.0', 'OMNI HR 9.0', 'OMNI e-Market', 'OBI Reporting', 'FSU Budget Crisis Committee' (featuring an 'important!' notice about the Budget Crisis Committee), 'FSU Help Desk', and 'Business Objects XI'.

Step	Action
1.	Click the Human Resources 9.0 link. Human Resources 9.0
2.	Click the FACET link. ▶ FACET
3.	Click the Effort Certification link. Effort Certification
4.	Click the Alternate Path Review link. Alternate Path Review

Step	Action
5.	Click the Look up ER Year button. 
6.	Select the desired ER Year .

Training Guide

OMNI FACET Training

Step	Action
7.	Click the Look up ER Period button. 




THE FLORIDA STATE UNIVERSITY
 OMNI • HUMAN RESOURCES
 Welcome!

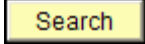
Look Up ER Period


Calendar ID: EXEMPT
 ER Year: 2010
 ER Period: [=]

[Basic Lookup](#)

Search Results
 View All First 1-4 of 4 Last

ER Period Description
1 5/8/2009-8/6/2009
2 8/7/2009 - 12/22/2009
3 12/23/2009 - 05/07/2010
4 05/08/2010 - 08/06/2010

Step	Action
8.	Select the desired ER Period .
9.	Click the Search button. 



THE FLORIDA STATE UNIVERSITY
ONLINE MANAGEMENT OF NETWORKED INFORMATION

SEARCH FLORIDA STATE

Welcome!
Home

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

FACET ALT Review

Calendar ID EXEMPT

ER Year 2009

ER Period 3 12/23/2009 - 05/07/2010

FACET Rep Susie Seminole

Department Review			
Department	Description	Reviewed ALT Path Reports	Last Update Date/Time
1 201000	Medicine Instruction	<input checked="" type="checkbox"/>	2009.07.22 at 02:57:21
2 202001	Medicine Education	<input checked="" type="checkbox"/>	2009.07.22 at 02:57:21
3 202101	COM OBGYN Residency Program	<input checked="" type="checkbox"/>	2009.08.05 at 10:29:59
4 203001	Medicine Orlando	<input type="checkbox"/>	
5 203002	Medicine Pensacola	<input type="checkbox"/>	
6 203003	Medicine Sarasota	<input checked="" type="checkbox"/>	2009.07.23 at 09:29:58
7 203004	Medicine Tallahassee	<input checked="" type="checkbox"/>	2009.07.23 at 09:29:58
8 203006	RMS-Campus-Daytona Beach	<input type="checkbox"/>	
9 203007	RMS-Campus-FtPierce	<input type="checkbox"/>	
10 204000	Medicine Biomedical Sciences	<input type="checkbox"/>	
11 205000	Medicine Clinical Sciences	<input type="checkbox"/>	
12 206000	Family Medicine & Rural Health	<input checked="" type="checkbox"/>	2009.07.22 at 02:57:49
13 206001	Rural Health Track	<input type="checkbox"/>	
14 209000	Medicine Instructional Rsch	<input type="checkbox"/>	

Step	Action
10.	Once you have reviewed all reports within a department, click the Reviewed ALT Path Reports option for the desired department to mark as "Reviewed." <input type="checkbox"/>
11.	If you have multiple FACET Reps within a single department responsible for reviewing these reports, each Rep will have the ability to go in and flag it as reviewed. NOTE: At least one Rep <i>must</i> flag the departments as "Reviewed."
12.	Click the Save button. <input type="button" value="Save"/>

Training Guide

OMNI FACET Training

Step	Action
13.	<p>When you click Save, a date and time stamp will appear in the Last Update Date/Time column.</p> <p>This will help you monitor which department's reports you have reviewed and which department(s) still need review.</p>
14.	<p>Click the Home link.</p> <p>Home</p>
15.	<p>Congratulations! You have completed this topic.</p> <p>End of Procedure.</p>