

OMNI FACET Training Viewing My Reports

Overview:

Understanding the Viewing My Reports in FACET Process

The University has an effort reporting system that is the tool to ensure compliance to the state's 12-hour law as well as to satisfy the requirements under the Office of Management and Budget (OMB) Circular A-21.

Procedure

Scenario:

In this topic, you will learn the steps to view any of your effort reports. Remember that only those created and certified within the FACET application will be available for viewing.

Key Information:

- ER Reporting Period
- Employee Name or EMPLID

The screenshot displays the Florida State University OMNI FACET web application interface. At the top, there is a navigation bar with the university logo, the text "THE FLORIDA STATE UNIVERSITY ONLINE MANAGEMENT OF NETWORKED INFORMATION", and a search bar labeled "SEARCH FLORIDA STATE" with a "GO" button. Below the navigation bar, the main content area is divided into several sections:

- Employee Central:** A sidebar menu with categories like "Financials", "HR / Payroll", and "Resources and Applications".
- OMNI FINANCIALS 9.0:** A section with a "Financials 9.0" link and the text "Access OMNI Financials 9.0".
- OMNI HR 9.0:** A section with a "Human Resources 9.0" link and the text "Access OMNI Human Resources 9.0".
- OMNI e-Market:** A section with an "e-Market" link and the text "OMNI online shopping".
- OBI Reporting:** A section with an "Interactive Dashboards" link and the text "OMNI related reporting and dashboards".
- FSU Budget Crisis Committee:** A section 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."
- FSU Help Desk:** A section with an "FSU Help Desk" link and the text "FSU's Technology Services Help Desk. Research help topics or submit an online help request."
- Business Objects XI:** A section with a "Business Objects XI" link and the text "Use this reporting tool to reach Business Objects reports."

At the bottom of the page, there is a "Page 1" footer.

Training Guide

OMNI FACET Training

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 Effort Certification Forms link. Effort Certification Forms

THE FLORIDA STATE UNIVERSITY
ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

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 FSU01

Report ID: begins with EXEMPT

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 STANDARD

Case Sensitive

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

Step	Action
5.	<p>Search for your effort reports.</p> <p>If the My Queue Only box is checked, only reports that require your attention will appear.</p> <p>Because we are interested in viewing reports that are not in your queue, deselect the My Queue Only option.</p> <p><input checked="" type="checkbox"/></p>

Step	Action
6.	The Report Status field defaults to "Open." Select "Finalized" from the drop-down menu to see reports that you have completed through FACET. To see all your reports, leave this field blank
7.	If you have staff for whom you are listed as their supervisor, and you are only interested in your own reports, you may want to enter your Employee ID or Employee Name to limit results to only your reports. Without search criteria in either of these fields, all your reports, as well as those for all staff for whom you are listed as the supervisor will be returned.
8.	Click the Search button. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;">Search</div>



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ONLINE MANAGEMENT OF NETWORKED INFORMATION

SEARCH FLORIDA STATE

Welcome!
Home
Sign out

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: FSU01

Report ID: EXEMPT

Reporting Period:

Employee ID:

Report Sequence:

Employee Name:

Report Status:

Approval Sequence:

Overload:

Error Messages Exist:

Certify Required: Yes

Includes Instruction:

Includes Sponsored Funding:

Approval Path: STANDARD

Case Sensitive

[Basic Search](#)

Search Results

[View All](#) First 1-42 of 42 Last

My Queue Only	Report ID	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	Includes Instruction	Includes Sponsored Funding	Certify Required - Other	On Hold	Approval Path
Y	EXEMPT FALL 2008 000001146	1			Susie Seminole	Finalized	6	N	N	No	No	No	No	Yes	Yes	Yes	Yes	Yes	N	STANDARD
Y	EXEMPT FALL 2008 000002146	1			Oscar Osceola	Finalized	6	N	N	No	No	No	No	Yes	Yes	Yes	Yes	Yes	N	STANDARD
Y	EXEMPT FALL 2008 000007333	1			Reggie Renegade	Finalized	6	N	N	No	No	Yes	No	No	Yes	No	No	Yes	N	STANDARD
Y	EXEMPT FALL 2008 000008641	1			Theresa Thagard	Open	6	N	N	No	No	No	No	Yes	Yes	Yes	Yes	Yes	N	STANDARD
Y	EXEMPT FALL 2008 000008877	1			Dave Dodd	Open	6	N	N	No	No	No	No	Yes	Yes	Yes	Yes	Yes	N	STANDARD
Y	EXEMPT FALL 2008 000013337	1			Molli Mendenhall	Open	6	N	N	No	No	No	No	No	Yes	Yes	No	Yes	Y	STANDARD
Y	EXEMPT FALL 2008 000019854	1			Sue Strozler	Open	6	N	Y	Yes	No	No	No	Yes	Yes	Yes	Yes	No	N	STANDARD
Y	EXEMPT FALL 2008 000021990	1			Lisa Landis	Open	6	N	N	No	No	No	No	Yes	Yes	No	Yes	Yes	N	STANDARD
Y	EXEMPT FALL 2008 000024253	1			Carol Carothers	Open	6	N	N	No	No	No	No	Yes	Yes	Yes	Yes	Yes	N	STANDARD
Y	EXEMPT FALL 2008 000034532	1			Carry Carraway	Open	6	N	N	No	No	No	No	Yes	Yes	Yes	Yes	Yes	N	STANDARD
Y	EXEMPT FALL 2008 000035819	1			Don Dirac	Open	6	N	N	No	No	No	No	No	Yes	Yes	Yes	No	N	STANDARD
Y	EXEMPT FALL 2008 000037631	1			Oliver Oglesby	Open	6	N	Y	Yes	No	No	No	Yes	Yes	Yes	Yes	No	N	STANDARD
Y	EXEMPT FALL 2008 000043847	1			Hank Howser	Open	6	N	N	Yes	No	No	No	No	Yes	Yes	Yes	Yes	N	STANDARD

Training Guide

OMNI FACET Training

Step	Action
9.	The Reporting Period is used to determine the term covered by the report.
10.	As mentioned previously, Report Status in "Open" status have not gone through the entire process. Reports with Report Status in "Finalized" status have completed the entire process.
11.	Approval Sequence indicates where in the report is in the approval process. <ul style="list-style-type: none"> - 1 means that the term has not been opened and data cannot be updated. - 3 means that the report is currently being reviewed by your Department's FACET Representative. Keep in mind that if you have more than one job (appointment) the FACET Representative from both Departments must process it before you will be able to review, update as needed, and certify the report. - 4 means that the report is in your queue for review and certification. - 5 means that the report has been certified and is being reviewed by your Department Representative to determine if any changes are required.
12.	Select desired employee or term to view from the Search Results .

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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 000001146 Susie Seminole Multiple Jobs Overload Over-the-Cap

Employee-Level Totals (for ALL Jobs)

Job FTE	Contact Hours
1.0000	7.0000

Send / Reject Report

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	Remaining
		100.00	0.00

Show Less Detail Show More Detail

Enter Effort by Activity First 1-3 of 3 Last

	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	

Save Return to Search Notify

Step	Action
13.	Please see the " Entering Effort " tutorial for more detailed information on how to navigate the FACET effort report page.

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: 000001146 Susie Seminole Multiple Jobs Overload Over-the-Cap

Employee-Level Totals (for ALL Jobs)

Job FTE	Contact Hours
1.0000	7.0000

[Send / Reject 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 1-3 of 3 Last

	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	

[Save](#) [Return to Search](#) [Notify](#)

Step	Action
14.	Click the Home link. Home
15.	Congratulations! You have completed this topic. End of Procedure.