

## OMNI FACET Training Adding FACET Department Representatives

### Overview:

### Understanding the Viewing/Adding FACET Department Representatives Process

The FACET Representative is a distinct type of Department Representative. Effort will route based on this information; therefore, it is especially important to keep this information up-to-date.

Once a new FACET Department Representative is added, an over-night security process must run before FACET Rep will receive any outstanding reports in their queue. If the FACET Rep is also expected to enter effort on behalf of an employee or to print reports, request the FSU\_FACET\_REP security role through [OMNI's Online Role Request \(eORR\)](#) application.

For additional information regarding how to submit an Online Role Request via eORR, review the [Submitting an eORR Role Request Tutorial](#) found on the [OMNI Security page](#).

### Procedure

#### Scenario:

In this topic, you will learn the steps to viewing or adding a new FACET Department Representative.

#### Key Information:

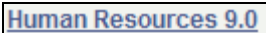
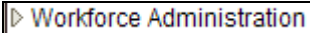
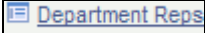
Employee ID  
Department ID

The screenshot displays the OMNI portal for The Florida State University. The header includes the university logo, name, and a search bar. The main content area is divided into several sections:

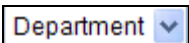
- Employee Central:** A sidebar menu with links to Financials, HR & Payroll, and Resources and Applications.
- OMNI FINANCIALS 9.0:** A widget for accessing the financials system.
- OMNI HR 9.0:** A widget for accessing the human resources system.
- OMNI e-Market:** A widget for online shopping.
- OMI Reporting:** A widget for reporting and dashboards.
- FSU Budget Crisis Committee:** A news item with an exclamation mark icon, detailing the formation of the committee in response to state fiscal problems.
- FSU Help Desk:** A widget for submitting help requests.
- Business Objects XI:** A widget for generating reports.
- e-ORR - Online Role Requests:** A section with actions like 'Submit Online Role Request' and 'Approve Online Role Request'.

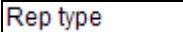
# Training Guide


## OMNI FACET Training

Step	Action
1.	Click the <b>Human Resources 9.0</b> link. 
2.	Click the <b>Workforce Administration</b> link. 
3.	Click the <b>Department Reps</b> link. 



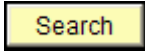
Step	Action
4.	Click the <b>Search by</b> drop-down listbox. 

Step	Action
5.	Select the <b>Rep type</b> list item. 

Step	Action
6.	Click the <b>Correct History</b> checkbox option. 

# Training Guide

## OMNI FACET Training

Step	Action
7.	Enter " <b>FACET</b> " into the <b>begins with</b> field.
8.	Click the <b>Search</b> button. 
9.	All FACET Department Representatives for FSU will be displayed in order of Department ID.
10.	<b>Decision:</b> Please make a selection from the options listed below based on the listing of all FACET Department Representatives: <ul style="list-style-type: none"> <li>• My FACET Department <i>is</i> Listed Go to step 11</li> <li>• My FACET Department is <i>Not</i> Listed Go to step 28</li> </ul>
11.	Select the desired Department's FACET link.
12.	Review the current FACET Department Representative for the selected Department.



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Welcome!


Fsu Department Rep


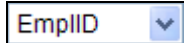
**Departmental Representatives**

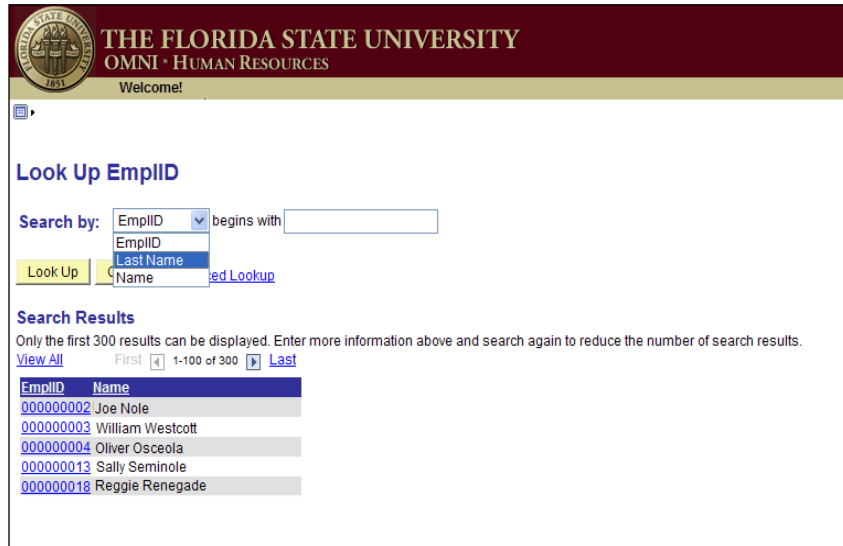
Department 055000      WFSU TV

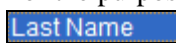
Rep type FACET      FACET (effort reporting) Rep

*Effective Date	*EmpID	Name	NonExempt	Grad Assts	Faculty/Staff	Primary	Status as of Effective Date
02/25/2009	000008701	Susie Seminole	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active

Step	Action
13.	Use the plus/minus icons to add or remove a row.  Click the <b>Add a new row</b> button. 

Step	Action
14.	Click the <b>Look up EmplID</b> button for the new row. 
15.	Click the <b>Search by</b> list. 



Step	Action
16.	Select a desired Search by criteria.  For the purpose of this example, select the <b>Last Name</b> list item. 

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## OMNI FACET Training

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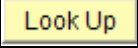
**Look Up EmpID**

Search by: Last Name begins with

[Look Up](#) [Cancel](#) [Advanced 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 Last

EmpID	Name
<a href="#">00000002</a>	Joe Nole
<a href="#">00000003</a>	William Westcott
<a href="#">00000004</a>	Oliver Osceola
<a href="#">00000013</a>	Sally Seminole
<a href="#">00000018</a>	Reggie Renegade

Step	Action
17.	Enter the desired employee's last name.
18.	Click the <b>Look Up</b> button. 

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**Look Up EmpID**

Search by: Last Name begins with WESTCOTT

[Look Up](#) [Cancel](#) [Advanced 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 Last

EmpID	Name
<a href="#">000001234</a>	William Westcott

Step	Action
19.	Select the desired <b>EmplID</b> link.

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Fsu Department Rep

### Departmental Representatives

Department 001008      Seminole Boosters (non-comp)

Rep type FACET      FACET (effort reporting) Rep

*Effective Date	*EmplID	Name	NonExempt	Grad Assts	Faculty/Staff	Primary	Status as of Effective Date
1   03/02/2009	000008286	Susie Seminole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Active

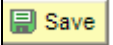

Save    Notify    Add    Include History    Correct History

Step	Action
20.	The <b>Effective Date</b> of the newly added Department Representative will populate as today's date.  The <b>Effective Date</b> can be changed to allow the Department Representative to take action on previous reporting periods.
21.	Click the <b>NonExempt</b> option. <input type="checkbox"/>
22.	Click the <b>Grad Assts</b> option. <input type="checkbox"/>
23.	Click the <b>Faculty/Staff</b> option. <input type="checkbox"/>

# Training Guide

## OMNI FACET Training

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Step	Action
24.	The <b>Status as of Effective Date</b> for each Employee is set to "Active." This status can be changed to "Inactive" if needed for a specific employee.
25.	Before saving, verify one employee is specified as the primary contact, signified by the <b>Primary</b> checkbox.  Click the <b>Save</b> button. 
26.	Click the <b>Home</b> link. 
27.	<b>Congratulations!</b> You have completed this topic.  <b>End of Procedure.</b> Remaining steps apply to other paths.



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**FSU Department Reps (FSDR)**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

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Search by: Rep type begins with FACET

Correct History

Search [Advanced Search](#)

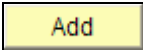
**Search Results**  
 Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.  
[View All](#) FIRST  1-100 of 300  LAST




Rep type	Department	Description	Effective Date
<a href="#">FACET</a>	001000	President's Office	02/18/2009
<a href="#">FACET</a>	001000	President's Office	12/01/2006
<a href="#">FACET</a>	004000	General Counsel	01/01/2008
<a href="#">FACET</a>	005000	Ofc of Audit Services	01/01/2008
<a href="#">FACET</a>	005000	Ofc of Audit Services	01/01/2008
<a href="#">FACET</a>	005000	Ofc of Audit Services	01/01/2008
<a href="#">FACET</a>	006000	Athletics	02/19/2008
<a href="#">FACET</a>	006002	Athletics Administration	01/01/2008
<a href="#">FACET</a>	010000	VP Finance & Administration	12/22/2006
<a href="#">FACET</a>	011000	Enterprise Resource Planning	01/30/2009
<a href="#">FACET</a>	011000	Enterprise Resource Planning	01/30/2009
<a href="#">FACET</a>	012000	Administrative Services	01/01/2008
<a href="#">FACET</a>	013000	Business Services	02/03/2009
<a href="#">FACET</a>	013000	Business Services	02/03/2009
<a href="#">FACET</a>	014000	Bookstore	12/01/2006
<a href="#">FACET</a>	015000	Computer Store	12/01/2006
<a href="#">FACET</a>	018000	Laundry Services	12/01/2006
<a href="#">FACET</a>	022000	Seminole Golf Course & Club	12/01/2006
<a href="#">FACET</a>	023000	Employee Assistance Program	12/01/2006
<a href="#">FACET</a>	024000	Environmental Health & Safety	12/22/2006
<a href="#">FACET</a>	025000	Human Resources	12/01/2006
<a href="#">FACET</a>	026000	Public Safety	12/22/2006
<a href="#">FACET</a>	028000	Office of Telecommunications	01/01/2008
<a href="#">FACET</a>	028000	Office of Telecommunications	01/01/2008
<a href="#">FACET</a>	028000	Office of Telecommunications	01/01/2008
<a href="#">FACET</a>	028000	Office of Telecommunications	01/01/2008
<a href="#">FACET</a>	029000	Controller	01/01/2008
<a href="#">FACET</a>	029006	Foundation Accounting	12/01/2006
<a href="#">FACET</a>	030000	Univ Business Administrators	12/01/2006
<a href="#">FACET</a>	035000	Sponsored Research Accounting	01/01/2008
<a href="#">FACET</a>	035000	Sponsored Research Accounting	01/01/2008
<a href="#">FACET</a>	035000	Sponsored Research Accounting	01/01/2008
<a href="#">FACET</a>	035000	Sponsored Research Accounting	01/01/2008
<a href="#">FACET</a>	035000	Sponsored Research Accounting	01/01/2008
<a href="#">FACET</a>	035000	Sponsored Research Accounting	01/01/2008




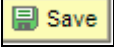

Step	Action
28.	Click the <b>Add a New Value</b> tab. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Add a New Value</div>
29.	Click the <b>Look up Department</b> button. 
30.	Select the desired Department.
31.	Click the <b>Look up Rep type</b> button. 
32.	Click the <b>FACET</b> link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">FACET</div>

# Training Guide

## OMNI FACET Training

Step	Action
33.	Click the <b>Add</b> button. 

Step	Action
34.	Click the <b>Look up EmplID</b> button. 
35.	Enter the desired <b>EmplID</b> .
36.	Click the <b>Look Up</b> button. 
37.	Select the desired <b>EmplID</b> link.
38.	The <b>Effective Date</b> of the newly added Department Representative will populate as today's date.  This date can be changed to allow the Department Representative to take action on previous reporting periods.
39.	Click the <b>NonExempt</b> option. 

<b>Step</b>	<b>Action</b>
40.	Click the <b>Grad Assts</b> option. 
41.	Click the <b>Faculty/Staff</b> option. 
42.	One employee must be designated as the primary contact. If there is only one FACET Department Representative, the <b>Primary</b> option must be checked.  Click the <b>Primary</b> option. 
43.	The <b>Status as of Effective Date</b> for each Employee is set to "Active." This status can be changed to "Inactive" if desired.
44.	Click the <b>Save</b> button. 
45.	Click the <b>Home</b> link.   Go to step 28