

OMNI FACET Training Entering Effort

Overview:

Understanding the FACET Entering Effort 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.

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

Procedure

Scenario:

In this topic, you will learn the steps to distribute effort and forward effort reports to your employees.

Key Information:

Employee ID
Employee Name
ER Year/ER Period
Assignment of Responsibilities (AOR)

The screenshot displays the Florida State University OMNI system dashboard. At the top, the university logo and name are visible, along with a search bar and navigation links for 'Personalize Content' and 'Sign out'. The dashboard is organized into several sections:

- Employee Central:** A sidebar menu with categories like 'Financials', 'HR / Payroll', and 'Resources and Applications'. The 'Financials' section includes links for 'Expense Reports' and 'Travel Authorizations'. 'HR / Payroll' includes links for '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-2c Consent', 'View/Print W-2 Forms', and 'Certificates'.
- OMNI FINANCIALS 9.0:** A tile for 'Financials 9.0' with a link to 'Access OMNI Financials 9.0'.
- OMNI HR 9.0:** A tile for 'Human Resources 9.0' with a link to 'Access OMNI Human Resources 9.0'.
- OMNI e-Market:** A tile for 'OMNI e-Market' with a link to 'OMNI online shopping'.
- OBIR Reporting:** A tile for 'OBIR Reporting' with a link to 'OBIR related reporting and dashboards'.
- FSU Budget Crisis Committee:** A tile with a red exclamation mark icon and text: '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://umansys.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 tile for 'FSU Help Desk' with a link to 'FSU's Technology Services Help Desk. Research help topics or submit an online help request.'
- Business Objects XI:** A tile for 'Business Objects XI' with a link to 'Use this reporting tool to reach Business Objects reports.'
- e-ORR - Online Role Requests:** A section with 'ACTIONS' including 'Submit Online Role Request' and 'Approve Online Role Request', and 'Job Aids' including 'Submit Role Request Job Aid' and 'Approve Role Request Job Aid'.

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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

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](#)

Step	Action
5.	<p>Search to locate your effort reports.</p> <p>Because the My Queue Only box is checked, only reports that require your attention will appear.</p> <p>If you are interested in viewing reports for another term included in the FACET application, please review the "Viewing an Effort Report" tutorial.</p>
6.	<p>Search by any of the following options:</p> <ul style="list-style-type: none"> - Enter Employee ID - Enter all or part of Employee's Name - Select Reporting Period - Select/Deselect My Queue Only checkbox - Set the Approval Path to "Alternate"
7.	<p>For purpose of this example, click the Look up Reporting Period button.</p> 




The screenshot shows the 'Look Up Reporting Period' search page. At the top is the Florida State University logo and the text 'THE FLORIDA STATE UNIVERSITY OMNI HUMAN RESOURCES'. Below this is a 'Welcome!' message and a search icon. The main heading is 'Look Up Reporting Period'. There are two search criteria: 'Reporting Period:' and 'Description:', each with a 'begins with' dropdown menu and an input field. Below the search fields are buttons for 'Look Up', 'Clear', and 'Cancel', along with a link for 'Basic Lookup'. The 'Search Results' section shows a table with 4 results, each with a 'Reporting Period' and a 'Description' link.

Reporting Period	Description
FALL2009	2010 2 - 08/07/2009 - 12/22/2009
SUMM2009	2010 1 - 05/08/2009 - 08/06/2009
SPRG2009	2009 3 - 12/23/2008 - 05/07/2009
FALL2008	2009 2 - 08/07/2008 - 12/22/2008

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OMNI FACET Training

8.	Select the appropriate Reporting Period .
9.	<p>The Search Results will display a list of your exempt Employees who meet your search criteria.</p> <p>NOTE: Only the first 300 results can be displayed. To narrow the data returned, enter more criteria above and search again.</p> <p>Click the Search button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #f0f0f0;">Search</div>



THE FLORIDA STATE UNIVERSITY
OMNI · HUMAN RESOURCES

Welcome!

SEARCH FLORIDA STATE

Home Worklist Favorites Sign Out

[New Window](#)

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:

Report ID:

Reporting Period:

Employee ID:

Report Sequence:

Employee Name:

Report Status:

Approval Sequence:

Overload:

Error Messages Exist:

Certify Required:

Includes Instruction:

Includes Sponsored Funding:

Approval Path:

Case Sensitive

[Basic Search](#)

Search Results

[View All](#) First 1-2 of 2 Last

Report ID	ER Year	ER Period ID	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
EXEMPT 2008 3			000000100 1		Sam Seminole	Open 3		N	N	No	No	Yes	No	No	Yes	Yes	No	Yes	N	STANDARD
EXEMPT 2008 3			000027635 1		Susie Seminole	Open 3		N	N	No	No	No	Yes	No	Yes	Yes	Yes	Yes	N	STANDARD

Step	Action
10.	Select the desired employee from the list.
11.	<p>If a person has more than one job, the Effort by Job bar will display 1 of 2, 1 of 3, etc. If there are multiple jobs, you may view one job at a time by clicking the Show Next Row right arrow. To see all jobs at once, click View All link.</p> <p>NOTE: The effort distributed for <i>each</i> job must equal 100%. For example, if an employee has two jobs, each job must total 100% separately.</p>

Step	Action
12.	<p>Actual Effort is totaled every time effort is entered on a line. Check the Actual Effort box for a running total as you enter this information.</p> <p>The Entered amount must equal 100 and the Remaining amount must equal 0 before final certification of this report.</p>
13.	<p>Enter the total amount of effort for Instruction for Credit in the Actual Effort (%) field in whole numbers only (no decimals).</p> <p>Effort is no longer entered by course level.</p>
14.	<p>To view course/section detail, click the Instruction for Credit option.</p> <p><input type="checkbox"/></p>
15.	<p>To view course detail, click the Show More Detail button.</p> <p><input type="button" value="Show More Detail >>"/></p>
16.	<p>The course level detail now appears in the Instruction for Credit section.</p>

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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 00000166 Susie Seminole Multiple Jobs Overload Over-the-Cap

Employee-Level Totals (for ALL Jobs) Send / Reject Report

Job FTE	Contact Hours
1.0000	7.0000

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 1-7 of 7 Last

	Committed (%)	Actual Effort (%)	Contact Hours
<input checked="" type="checkbox"/> Instruction for Credit		13.00	5.5000
.....LIS5270 - Evaluating Networked Information Services & System		3.55	1.5000
.....LIS6909 - Directed Individual Study		1.18	0.5000
.....LIS6919 - Issues in Information Studies		3.55	1.5000
.....LIS6980 - Dissertation		4.72	2.0000
<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
17.	To view course section detail, click the Show More Detail button. Show More Detail

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 00000166 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 100.00 Remaining 0.00

Show Less Detail Show More Detail

Enter Effort by Activity First 1-11 of 11 Last

	Committed (%)	Actual Effort (%)	Contact Hours
<input checked="" type="checkbox"/> Instruction for Credit		13.00	5.5000
.....LIS5270 - Evaluating Networked Information Services & System		3.55	1.5000
.....0001 - EVAL NETWORKED INFO		3.55	1.5000
.....LIS6909 - Directed Individual Study		1.18	0.5000
.....0011 - BSC		1.18	0.5000
.....LIS6919 - Issues in Information Studies		3.55	1.5000
.....0001 - ISS: EVAL NETWKD SER		3.55	1.5000
.....LIS6980 - Dissertation		4.72	2.0000
.....0002 - DISSERTATION		4.72	2.0000
<input type="checkbox"/> Other Non-Sponsored Activities			42.00
<input type="checkbox"/> Sponsored Activities	10.00		45.00

Step	Action
18.	To view funding detail for each course section, click the Show More Detail button again. Show More Detail

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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 00000166 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 100.00 Remaining 0.00

Show Less Detail Show More Detail

Enter Effort by Activity First 1-15 of 15 Last

	Committed (%)	Actual Effort (%)	Contact Hours	
<input checked="" type="checkbox"/> Instruction for Credit		13.00	5.5000	
.....LIS5270 - Evaluating Networked Information Services & System		3.55	1.5000	
.....0001 - EVAL NETWORKED INFO		3.55	1.5000	
.....138001110S			1.5000	
.....LIS6909 - Directed Individual Study		1.18	0.5000	
.....0011 - BSC		1.18	0.5000	
.....138001110S			0.5000	
.....LIS6919 - Issues in Information Studies		3.55	1.5000	
.....0001 - ISS: EVAL NETWKD SER		3.55	1.5000	
.....138001110S			1.5000	
.....LIS6980 - Dissertation		4.72	2.0000	
.....0002 - DISSERTATION		4.72	2.0000	
.....138001110S			2.0000	
<input type="checkbox"/> Other Non-Sponsored Activities			42.00	
<input type="checkbox"/> Sponsored Activities	10.00	45.00		

Step	Action
19.	To view additional information related to the course, click the Link to Detail icon.
20.	The icons to the far right of the page indicate information, comments, warnings, or errors. Click on these icons to see helpful information relating to each icon.

Step	Action
21.	<p>The Actual Effort (%) entered for Instruction for Credit has been distributed over all course sections based on contact hours generated from Registrar's file. If you adjust the effort on any course section, the sum of Actual Effort (%) in Instruction for Credit must equal a whole number in the total effort for instruction reported above.</p> <p>To collapse the expanded view, click the Instruction for Credit checkbox, then click the Show Less Detail button once or twice.</p> <p>← Show Less Detail</p>


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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 [00000166](#) Susie Seminole Multiple Jobs Overload Over-the-Cap

Employee-Level Totals (for ALL Jobs)
Send / Reject Report
i
🗨
📄

Job FTE	Contact Hours
1.0000	7.0000

Effort by Job First 1 of 1 Last

Empl Rcd # 0 Professor 9 Mo SAL Department 075000 - Chemistry & Biochemistry Job FTE 1.0000

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 checked="" 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

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Step	Action
22.	To enter effort in Other Non-Sponsored Activities, deselect the Instruction for Credit option. <input checked="" type="checkbox"/>
23.	Select the Other Non-Sponsored Activities option. <input type="checkbox"/>
24.	Click the Show More Detail button. <input type="button" value="Show More Detail >>"/>

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 **00000166** Susie Seminole Multiple Jobs Overload Over-the-Cap

Employee-Level Totals (for ALL Jobs)

Send / Reject Report

i
🗨
📄

Job FTE	Contact Hours
1.0000	7.0000

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 ⏩

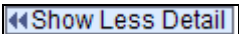
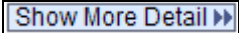
Enter Effort by Activity First 1-15 of 15 Last

	Committed (%)	Actual Effort (%)	Contact Hours
<input type="checkbox"/> Instruction for Credit		56.00	7.0000 🗨
<input checked="" type="checkbox"/> Other Non-Sponsored Activities			
.....Residency Instruction (Medicine only) 📄		<input type="text"/>	🗨
.....Other Instructional Effort - Non-Credit 📄		<input type="text"/>	🗨
.....Departmental Research / Creative Activity 📄		<input type="text"/>	🗨
.....Faculty Development / Sabbatical 📄		<input type="text"/>	🗨
.....Public Service 📄		<input type="text"/>	🗨
.....K-12 Public Service 📄		<input type="text"/>	🗨
.....Academic Advising 📄		<input type="text"/>	🗨
.....Dept / Unit / College Admin 📄		<input type="text"/>	🗨
.....University Governance / General Administration 📄		<input type="text"/>	🗨
.....Leave of Absence (paid) 📄		<input type="text"/>	🗨
.....Release Time (UFF Rep.) 📄		<input type="text"/>	🗨
.....Sponsored Projects Admin 📄		<input type="text"/>	🗨
<input type="checkbox"/> Sponsored Activities	0.01		

📄 Save
🔍 Return to Search
⏪ Previous in List
⏩ Next in List
🗨 Notify

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Step	Action
25.	Enter the total effort desired for the activity category in the Actual Effort (%) field. Whole numbers only (no decimals).
26.	Click in the Actual Effort (%) field. You may also press Enter or Tab on your keyboard to allocate the effort down.
27.	Enter the Total Effort for the activity category in the Actual Effort (%) field in whole numbers only (no decimals).
28.	To collapse the expanded view, click the Other Non-Sponsored Activities checkbox, then click the Show Less Detail button once or twice. 
29.	To enter effort in Sponsored Activities, click the Sponsored Activities option. <input type="checkbox"/>
30.	Click the Show More Detail button twice. 



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 00000166 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

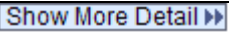
A-21 View Actual Effort Units Percent Entered 100.00 Remaining 0.00

Show Less Detail Show More Detail

Enter Effort by Activity First 1-5 of 5 Last

	Committed (%)	Actual Effort (%)	Contact Hours
<input type="checkbox"/> Instruction for Credit		56.00	7.0000
<input type="checkbox"/> Other Non-Sponsored Activities		39.00	4.6819
<input checked="" type="checkbox"/> Sponsored Activities	0.01		
.....021391 - Collaborative Research: DIMES,	0.01		
.....RES - Sponsored Research (RES)	0.01		

Save Return to Search Previous in List Next in List Notify

Step	Action
31.	Enter the desired information into the Actual Effort (%) field.
32.	Click the Show More Detail button. 



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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 [00000166](#) Susie Seminole Multiple Jobs Overload Over-the-Cap

Employee-Level Totals (for ALL Jobs) [Send / Reject Report](#)   

Job FTE	Contact Hours
1.0000	7.0000

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**

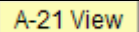
Units Entered 100.00 Remaining 0.00

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

Enter Effort by Activity First  1-7 of 7  Last

	Committed (%)	Actual Effort (%)	Contact Hours	User Add
<input type="checkbox"/> Instruction for Credit		<input type="text" value="56.00"/>	7.0000	
<input type="checkbox"/> Other Non-Sponsored Activities		39.00	4.6819	
<input checked="" type="checkbox"/> Sponsored Activities	0.01	3.00	0.3601	
.....000048 - ABEL-CLIMATOLOGY RES 				
.....SRAD - Sponsored Research (SRAD)		<input type="text"/>		<input checked="" type="checkbox"/>
.....021391 - Collaborative Research: DIMES, 	0.01	3.00	0.3601	
.....RES - Sponsored Research (RES)	0.01	<input type="text" value="3.00"/>	0.3601	

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Step	Action
33.	Enter the desired information into the Actual Effort (%) field.
34.	To view Federal A-21 information for Sponsored Research Projects, click the A-21 View link. 

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ONLINE MANAGEMENT OF NETWORKED INFORMATION

SEARCH FLORIDA STA
Web

Welcome!

Federal A21 Effort View

Employee / Rcd # 000027635 0 Susie Seminole ER Period 3 - Spring 08 (12-22-2007 - 5-7-2008)

Department 091000 - Oceanography Hourly Rate \$46.08 Gross Payroll \$ \$36,131.62 Hours 784.00 Job FTE 1.0000

Cost Share Available 0.00 Show Detail

Effort Entered Units Percent Total 100.00

	Committed (%)	Gross Payroll \$	Pay Dist (%)	Hours	Hours Dist %	Actual Effort (%)	User Add
<input type="checkbox"/> Sponsored Activities (A21)	0.01						
.....000048 - ABEL-CLIMATOLOGY RES						2.00	
.....021391 - Collaborative Research: DIMES,	0.01					3.00	
<input type="checkbox"/> Non-Sponsored Activities		\$ 36,131.62		784.00	100.00		
.....General - NonSponsored		\$ 36,131.62	100.00	784.00	100.00	95.00	

OK Cancel

Step	Action
35.	Click the Show More Detail button twice.
36.	At this level, you can view how the effort was funded and if it has direct charge or committed cost sharing.
37.	To return to the Enter Effort page, click the OK button.

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 [00000166](#) Susie Seminole Multiple Jobs Overload Over-the-Cap

Employee-Level Totals (for ALL Jobs) Send / Reject Report

Job FTE	Contact Hours
1.0000	7.0000

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

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

Actual Effort

Units Percent Entered 100.00 Remaining 0.00

Enter Effort by Activity First 1-7 of 7 Last

	Committed (%)	Actual Effort (%)	Contact Hours	User Add
<input type="checkbox"/> Instruction for Credit		<input style="width: 50px;" type="text" value="56.00"/>	7.0000	🗨
<input type="checkbox"/> Other Non-Sponsored Activities		39.00	4.6819	
<input checked="" type="checkbox"/> Sponsored Activities	0.01	5.00	0.6002	
.....000048 - ABEL-CLIMATOLOGY RES		2.00	0.2401	🗨
.....SRAD - Sponsored Research (SRAD)		<input style="width: 50px;" type="text" value="2.00"/>	0.2401	<input checked="" type="checkbox"/>
.....021391 - Collaborative Research: DIMES,	0.01	3.00	0.3601	🗨
.....RES - Sponsored Research (RES)	0.01	<input style="width: 50px;" type="text" value="3.00"/>	0.3601	

Step	Action
38.	<p>The Entered and Remaining totals in the Actual Effort box below. These totals will calculate as you enter effort on the page.</p> <p>The Entered Effort amount must equal 100 before final certification of this report.</p>
39.	<p>When effort has been reasonably distributed, click the Save button.</p> <p>Once saved, you may also come back to this page to edit before sending the report forward.</p> <p>Click the Save button.</p> <div style="border: 1px solid #ccc; display: inline-block; padding: 2px; margin-top: 5px;"> <input type="button" value="Save"/> </div>

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Step	Action
40.	<p>To forward the record to next person in approval path, click the Send / Reject Report button.</p> <p>NOTE: This action will push record to the employee for approval. After a specific number of days, if the employee has not modified the record, it will be pushed onward to the employee's supervisor.</p> <p style="text-align: center;">Send / Reject Report</p>

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Welcome!

Take Action On Effort Report

Action

Approval Path: STANDARD Standard ER Approval Path. Current Step: 3 - Department Reviewer..

Send
 Deny
 Put on Hold
 None

Comments (required for Deny action)

Action will Apply to these Job / Empl RCD#s
 Empl Rcd # Description
 0 Asst Professor 9 Mo SAL

OK Cancel

Step	Action
41.	<p>Click the Send option.</p> <p style="text-align: center;"><input type="radio"/> Send</p>
42.	<p>Be sure to read the message in the Take Action on Effort Report box before you click OK.</p> <p>When you are ready to send the report, click the OK button.</p> <p style="text-align: center;">OK</p>

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Welcome!

Enter Effort

Report ID EXEMPT ER Period 2 - FALL2009(8/7/2009 - 12/22/2009) Seq 1 Status Open

Employee 00000166 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

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

	Committed (%)	Actual Effort (%)	Contact Hours	User Add
<input type="checkbox"/> Instruction for Credit		56.00	7.0000	
<input type="checkbox"/> Other Non-Sponsored Activities		39.00	4.6819	
<input checked="" type="checkbox"/> Sponsored Activities	0.01	5.00	0.6002	
.....000048 - ABEL-CLIMATOLOGY RES			2.00	0.2401
.....SRAD - Sponsored Research (SRAD)		2.00	0.2401	<input checked="" type="checkbox"/>
.....021391 - Collaborative Research: DIMES,	0.01	3.00	0.3601	
.....RES - Sponsored Research (RES)	0.01	3.00	0.3601	

Save Return to Search Previous in List Next in List Notify

Step	Action
43.	<p>You have now completed distributing effort for this record.</p> <p>The record is pending approval of the faculty member.</p> <p>Click the Home link.</p> <p>Home</p>
44.	<p>Congratulations!</p> <p>You have completed this topic.</p> <p>End of Procedure.</p>

Glossary

Assignment of Responsibilities (AOR)	Annually negotiated list of a faculty member's scheduled and nonscheduled "duties and responsibilities in teaching, research and other creative activities, service, and any other specific duties and responsibilities." (FSU Faculty Handbook, p. 70). "The annual evaluations of faculty, as well as evaluations for promotion and tenure, are based on the assignment of responsibilities." (FSU Faculty Handbook, p. 71).
Cost Sharing	Cost sharing or matching is that portion of the project or program costs not borne by the sponsor.
Effort	Effort is the time spent on an activity by an individual, expressed as a percentage of the individual's total institutional activities, such as work on sponsored programs, teaching and instruction, service, or other duties. Effort cannot exceed one hundred percent (100%). Effort is not calculated based on a standard forty (40) hour work week, but is calculated as a percentage of the total hours spent on work-related activities.
Employee Name	You can search for an employee by entering the last name or part of the last name ending in and asterisk. For example, typing Johnson would return a list of people whose last name is Johnson for whom you have security authorization to update or view; typing Johns* would return a list of names you have security authorization to update or view that begin with Johns.
ER Period	Effort Reporting Period description includes a number indicating first (summer), second (fall), or third (spring) semester in the academic year, and the inclusive reporting period dates of each.
ER Year	Effort Reporting Year equals Academic Year. Each academic year is designated by the four-digit years that include three consecutive academic semesters, starting with summer and ending with the following spring. For example, 2008-2009 academic year includes Summer 2008, Fall 2008, and Spring 2009 semesters.
Instruction for Credit	Person is involved in instructional delivery of course(s) to students registered for credit courses of any kind.
Sponsored Activities	Effort expended on specific research project activities which are separately budgeted and accounted for (that is, Federal, state, city, or private foundation contracts and grants and separately budgeted research projects supported by institutional funds).