OMNI FACET Training
Viewing Faculty Adjuncts and Graduate Assistants

Overview:

Understanding the Viewing Faculty Adjuncts and Graduate Assistants Reports Process

Faculty Adjuncts and Graduate Assistants in your department who have no sponsored research funding will have their effort distributions preloaded in FACET. You are not required to enter effort or certify these individuals if the distribution is correct. These Faculty Adjuncts and Graduate Assistants will not show up on the list of employees whose records must be certified, but can be accessed through an Alternate Approval Path. However, you may view the effort already entered, and the courses listed for the individual (if any), or if necessary, change the effort distribution.

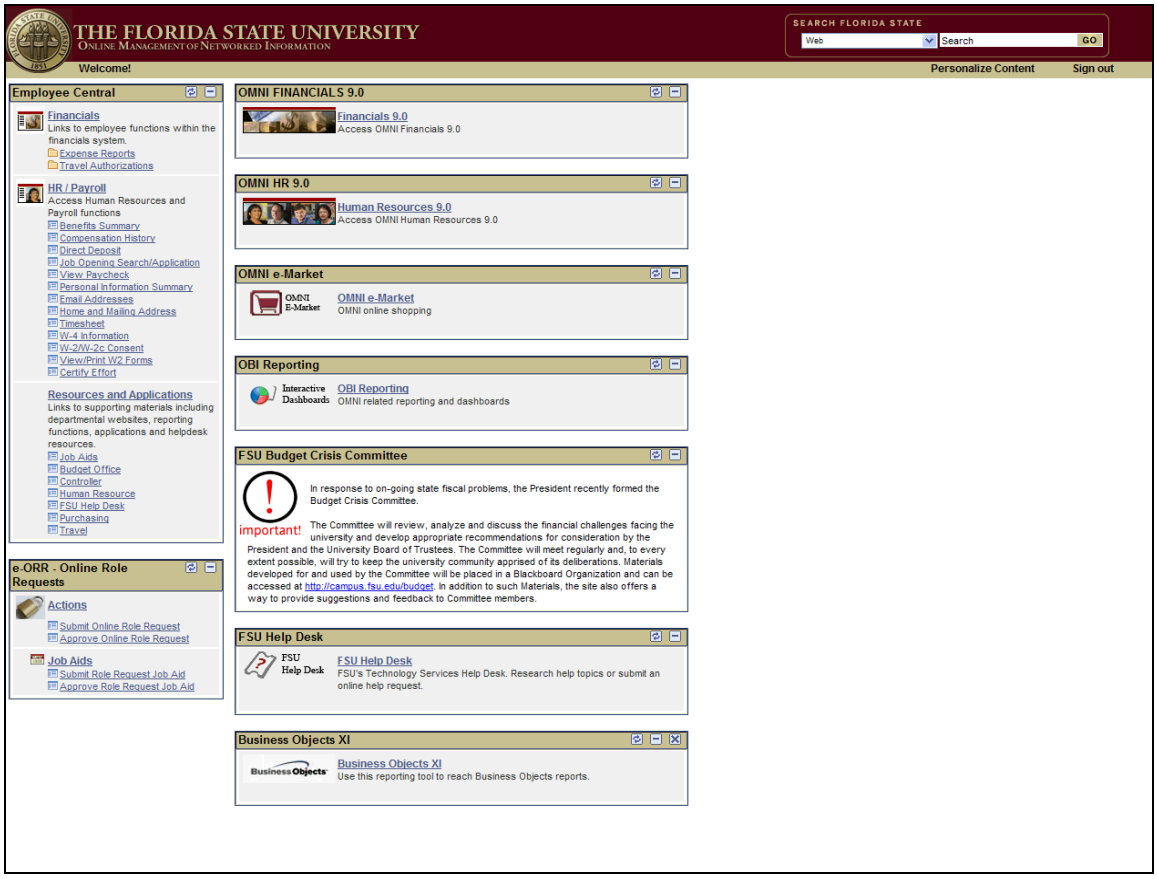
If you need to change the effort distribution, you must first change the Approval Path for that person's Enter Effort page. You will change the path to Standard ER Approval Path, and the effort report will proceed through the standard approval process.

Note: If an individual has been paid from another E&G job that must be certified, neither job will appear in the Alternate Approval Path list. Both jobs will be in the Standard Approval Path and the person will appear on that list.

Procedure

Scenario:
In this topic, you will learn the steps to view Faculty Adjunct and Graduate Assistant reports for individuals without sponsored funding. You will also learn how to correct the effort distribution, if necessary.

Key Information:
Employee Name
Employee ID
ER Year
ER Period

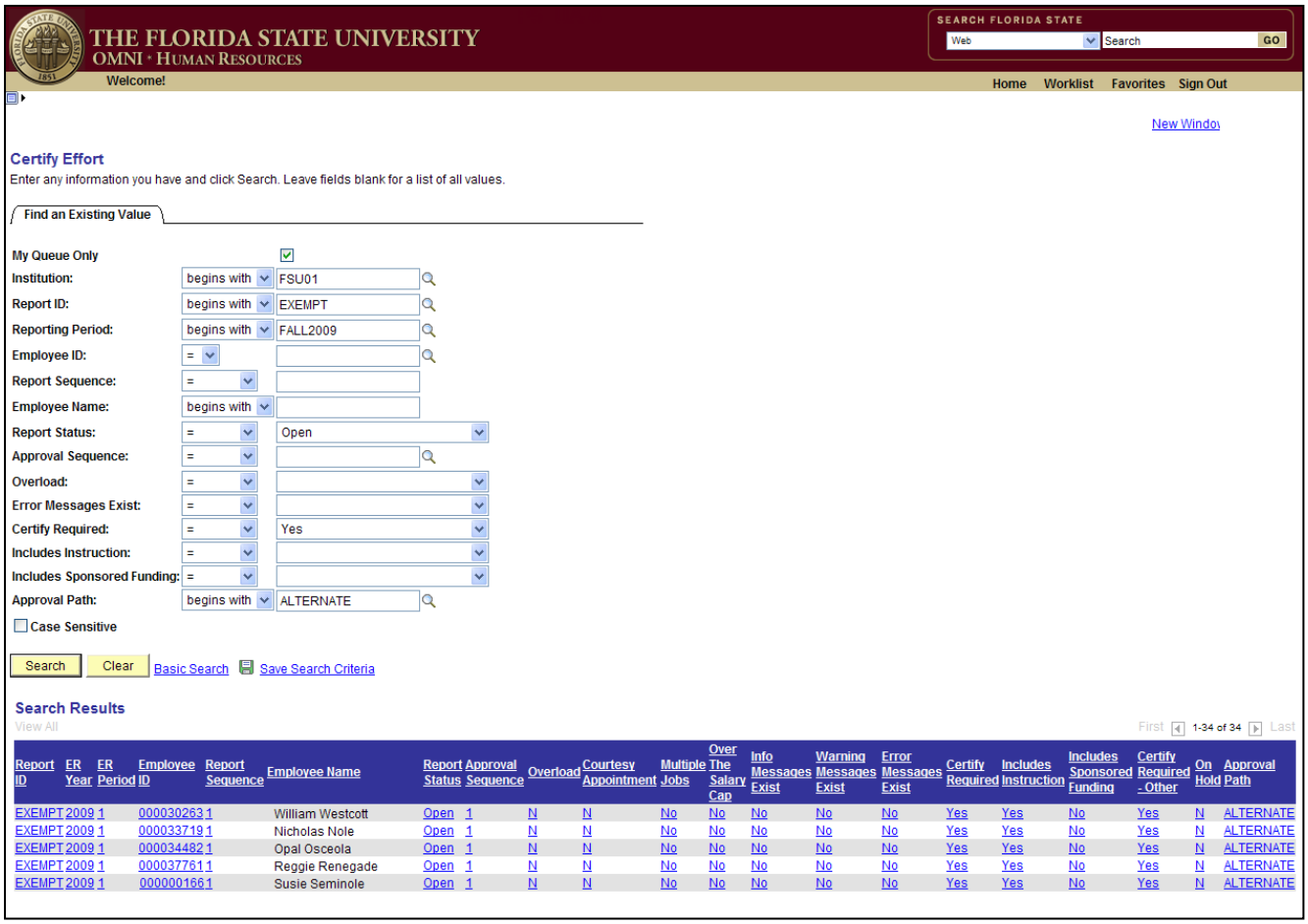


Step	Action
1.	Click the **Certify Effort** link. Certify Effort

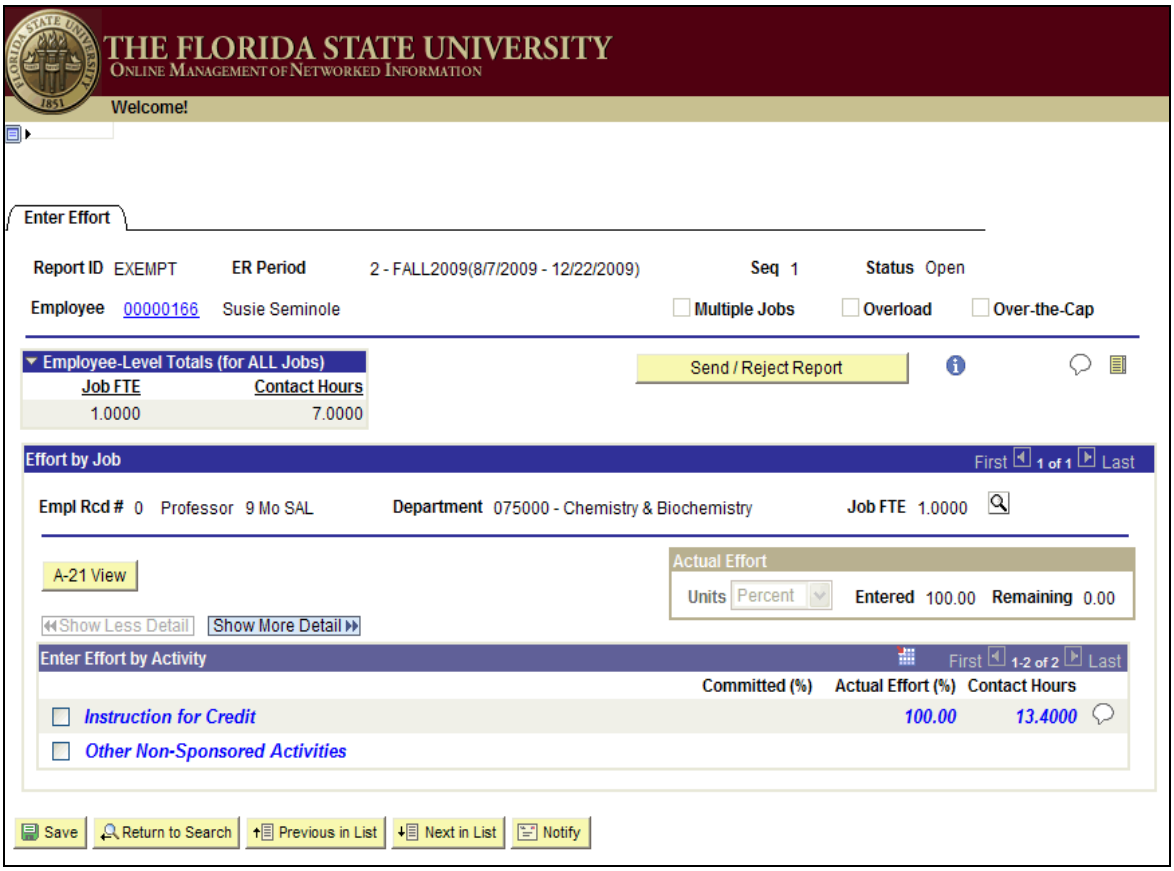
Step	Action
2.	Search by any of the following options: - Enter **Employee ID** - Enter all or part of **Employee's Name** - Select **Reporting Period** - Select/Deselect My Queue Only checkbox - Set the **Approval Path** to "Alternate"
3.	Faculty Adjunct and Graduate Assistant reports are found in the "Alternate" **Approval Path**. Click the **Look up Approval Path link**.

Step	Action
4.	Click the **Alternate Approval Path** link. Alternate Approval Path.

Step	Action
5.	Deselect the **My Queue Only** option to view all records. Selecting **My Queue Only** will return only the records which require your action. No action is necessary on these records unless you need to change the effort distribution on the certification page.
6.	Click the **Search** button. Search

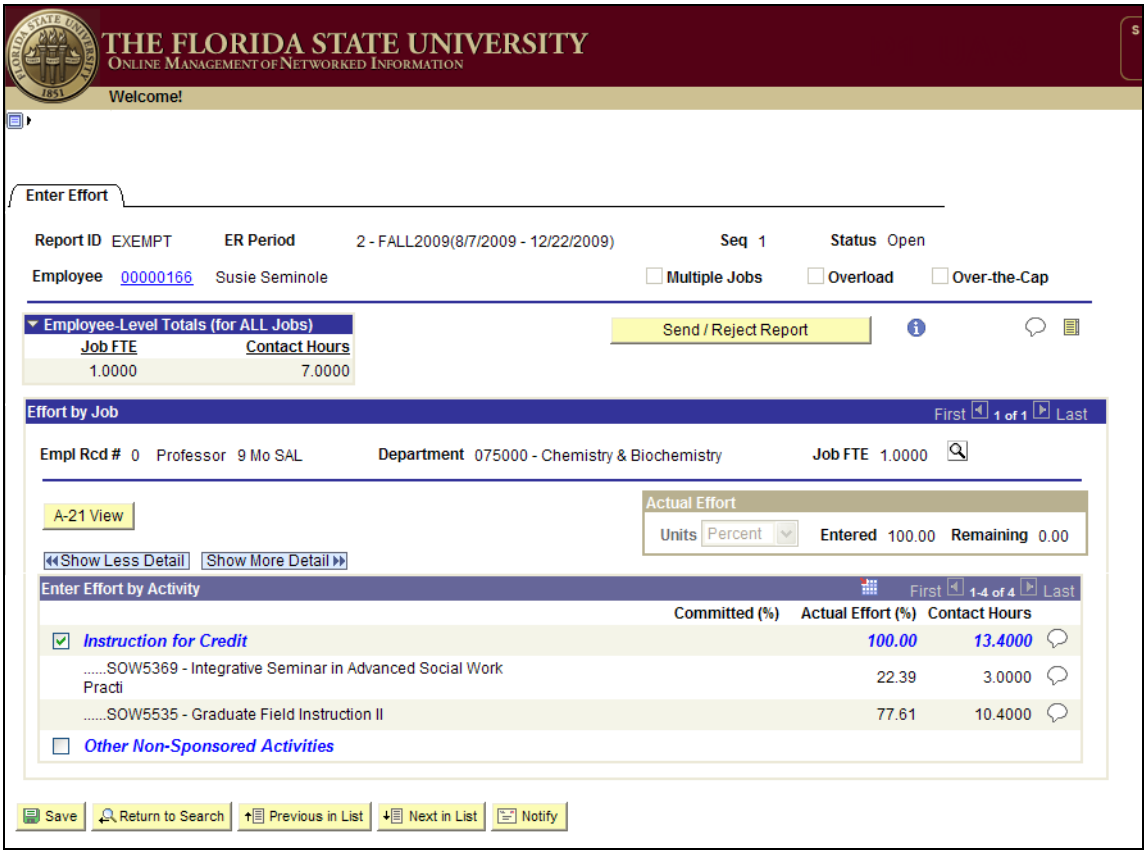


Step	Action
7.	Select the desired Faculty Adjunct or Graduate Assistant from the **Search Results**.

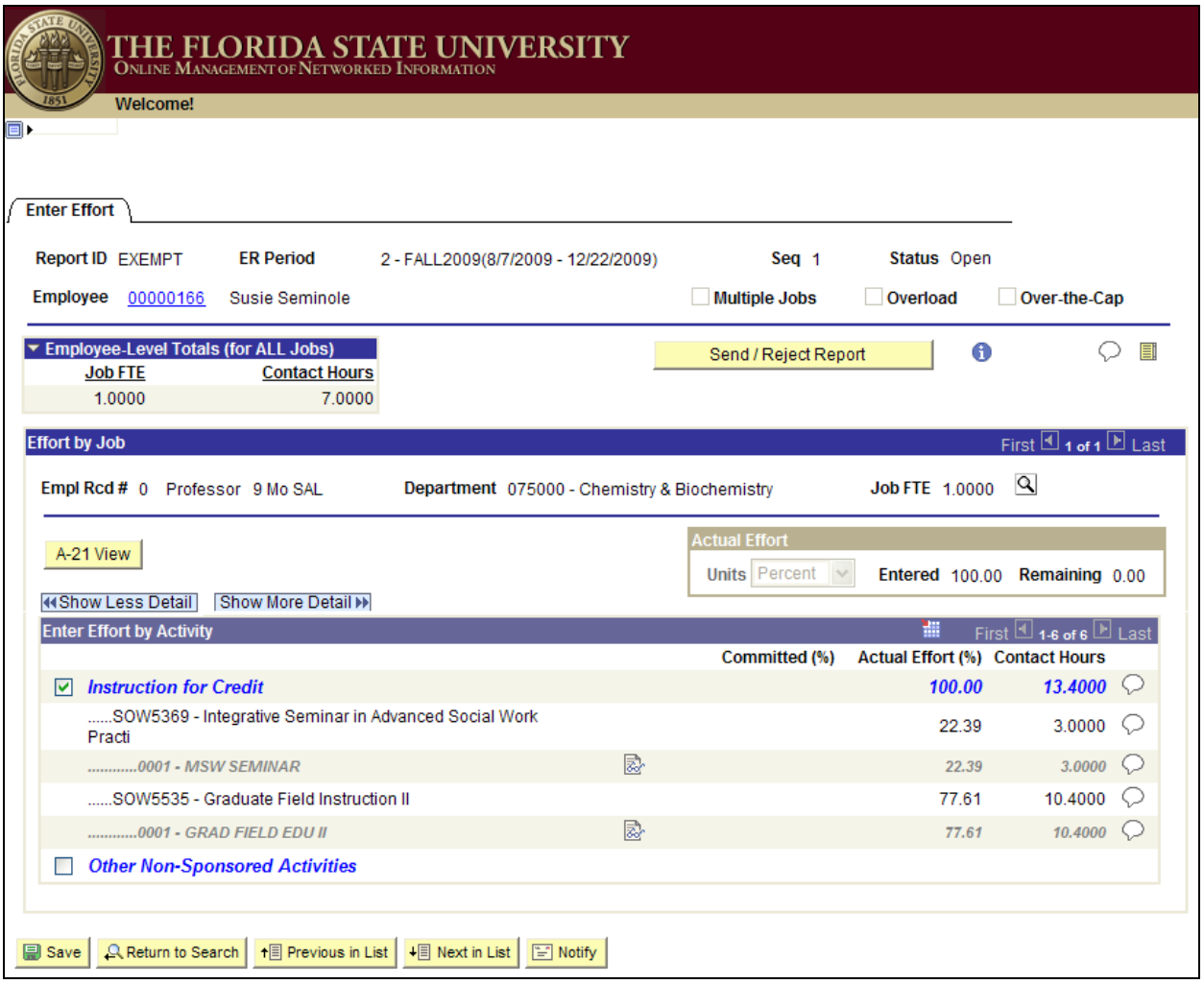


Step	Action
8.	Effort for Faculty Adjuncts and Graduate Assistants, both Teaching and Research, is prepopulated by the system for individuals with no sponsored research funding. For **Faculty Adjuncts** and **Graduate Teaching Assistants** listed as instructors or listed as assisting instructors on Registrar's Course File (CSM), the prepopulated effort appears in **Instruction for Credit**. For **Faculty Adjuncts** and **Graduate Teaching Assistants** not listed on Registrar's Course File, the prepopulated effort appears in **Other Instructional Effort--Non-Credit**. For **Graduate Research Assistants,** the prepopulated effort appears in **Departmental Research/Creative Activity**.

Step	Action
9.	You may expand all the Effort Activity Categories by clicking the **Show More Detail** button. You may also expand just one category at a time for further detail by first selecting the checkbox to the left of the category, then clicking the **Show More Detail** button.
10.	For the purpose of this example, we will view the list of courses for which effort was prepopulated. First, click the **Instruction for Credit** option box.
11.	View more detail for the **Instruction for Credit** section by clicking the **Show More Detail** button. Show More Detail



Step	Action
12.	The courses now appear below. To view all course sections, further expand the **Instruction for Credit** section by clicking the **Show More Detail** button again. Show More Detail
13.	The course sections now appear below each course.

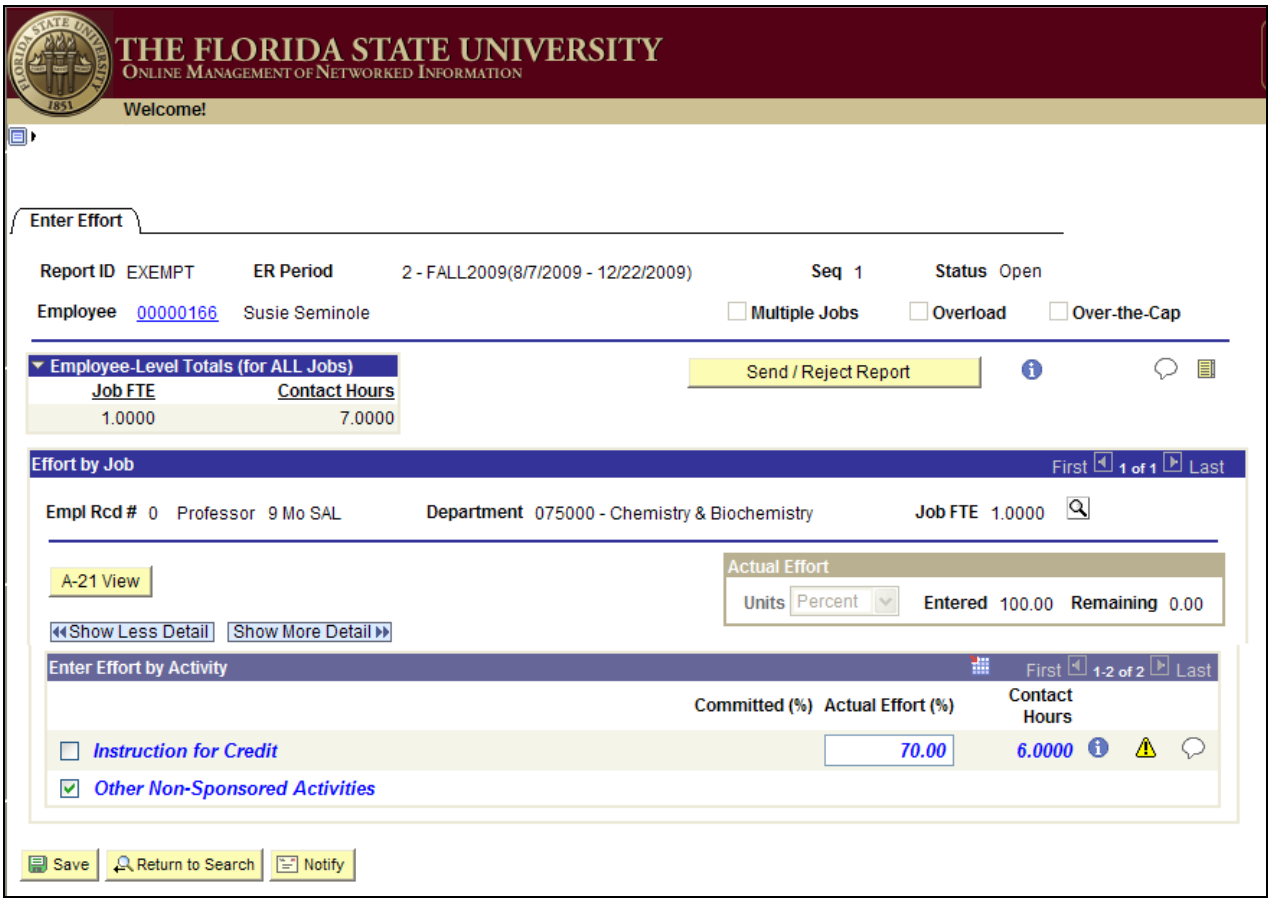


Step	Action
14.	Click the **Show More Detail** button one more time to view the funding source for each course section. Collapse this view by clicking the **Show Less Detail** button.

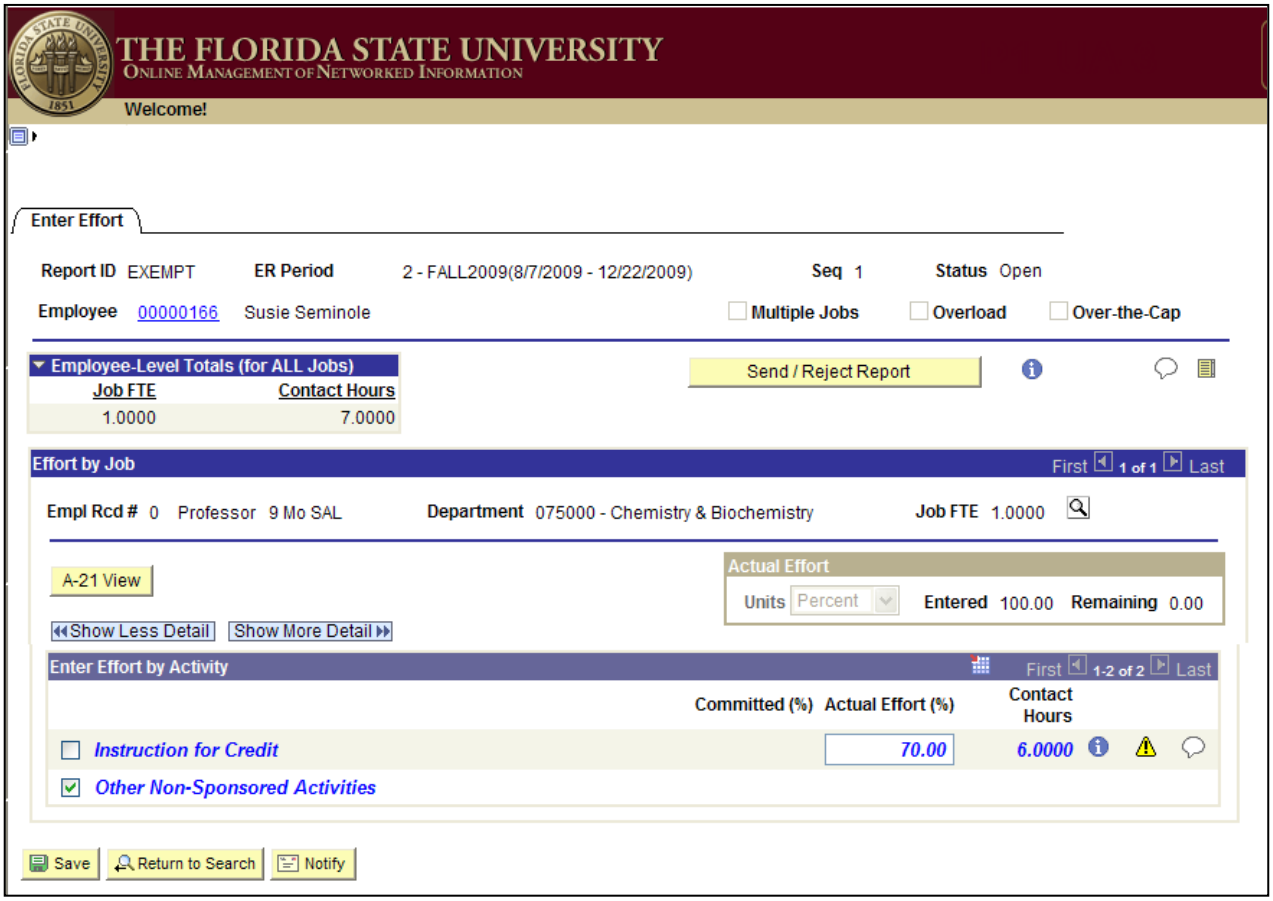
Step	Action
15.	Once you have reviewed the Instruction for Credit or Other Non-Sponsored Activities, return to the search page to review another person's record. **NOTE:** If you determine the individual's effort should be split among two or more activity categories, you can make the necessary changes after you move the record into the Standard Approval Path.
16.	For the purpose of this example, we will assume you need to change a person's effort distribution.
17.	If you have determined the effort distribution for the employee is not correct, you must change the Approval Path in order to make corrections. Click the **Send / Reject Report** button. Send / Reject Report

Step	Action
18.	Click the **Look up Approval Path** button from the Take Action On Effort Report page.
19.	Click the **Standard ER Approval Path** link. Standard ER Approval Path.

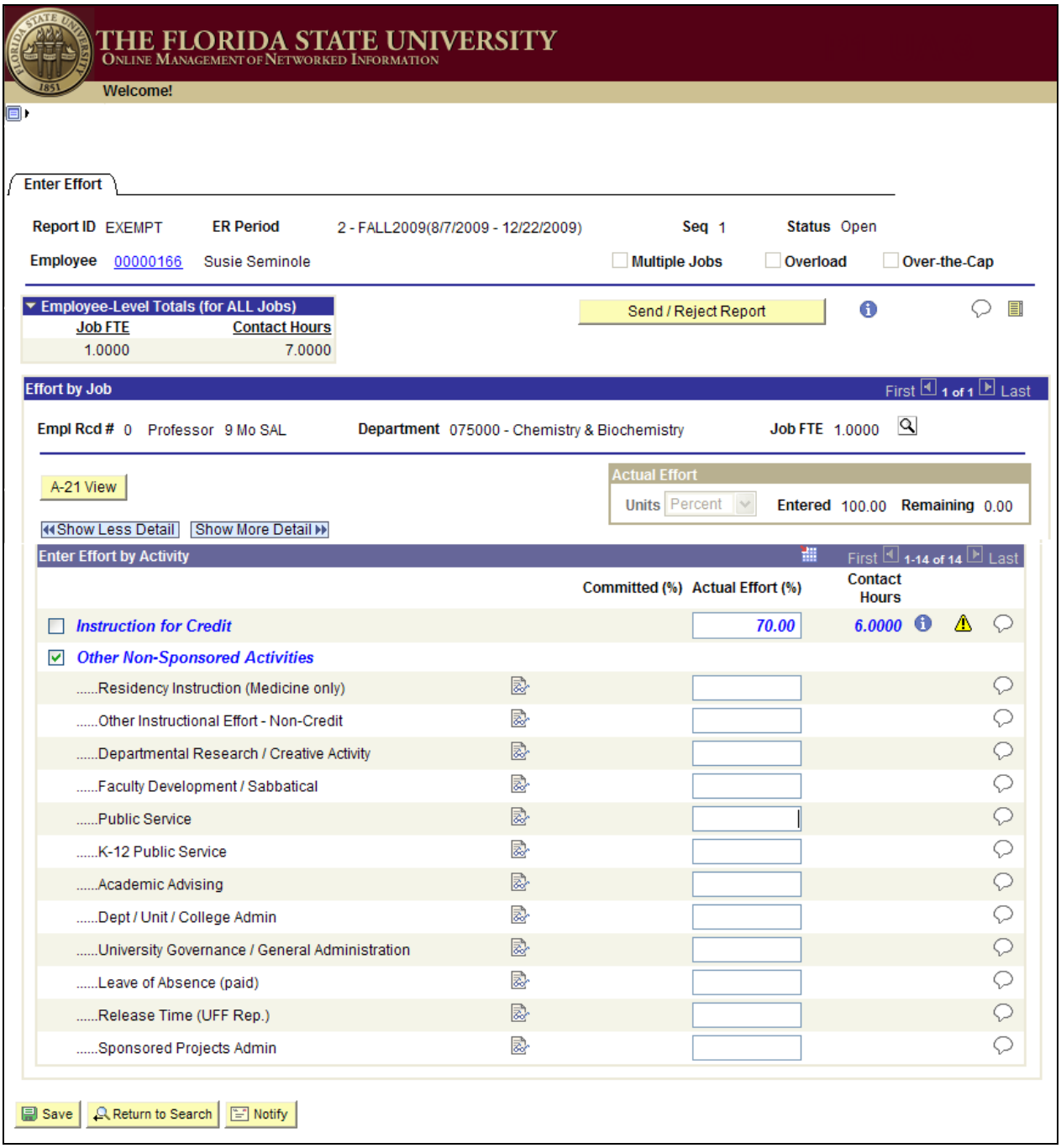
Step	Action
20.	Click the **OK** button. OK



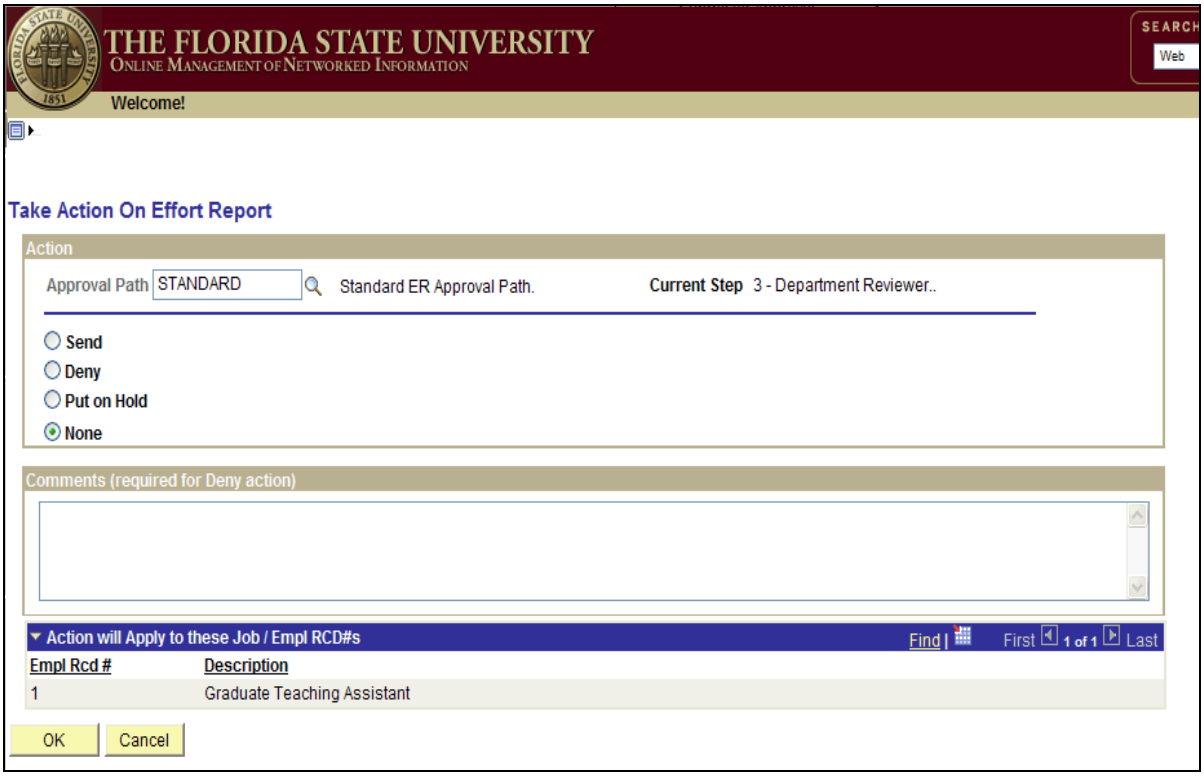
Step	Action
21.	Effort can now be adjusted as needed.
22.	For the purpose of this example, we have already changed the **Instruction for Credit** effort from 100% to 70%. The remaining 30% effort must now be distributed in one or more activity categories in the **Other Non-Sponsored Activities** section of the effort report.



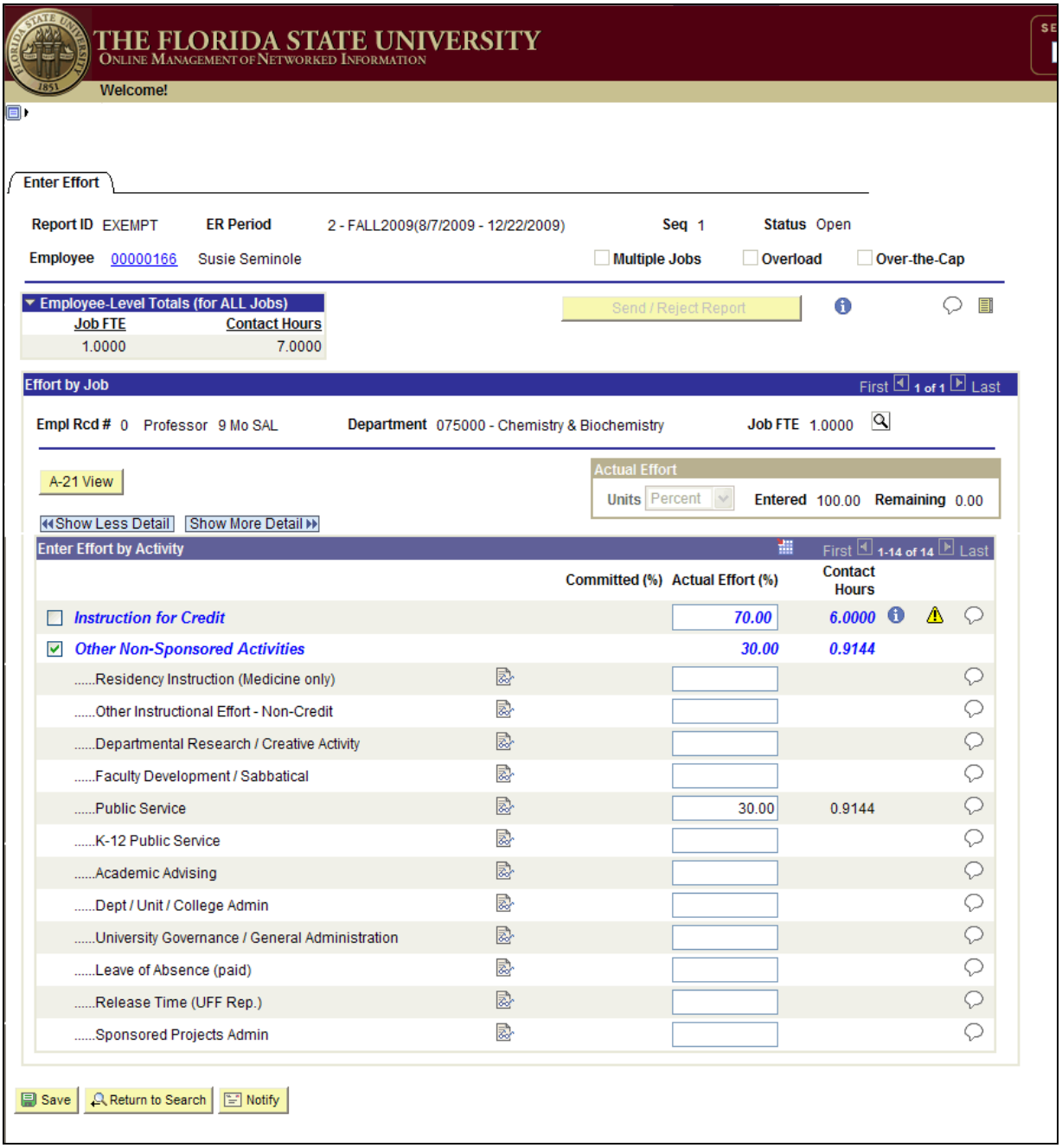
Step	Action
23.	Click the **Other Non-Sponsored Activities** option.
24.	Click the **Show More Detail** button. Show More Detail

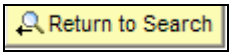


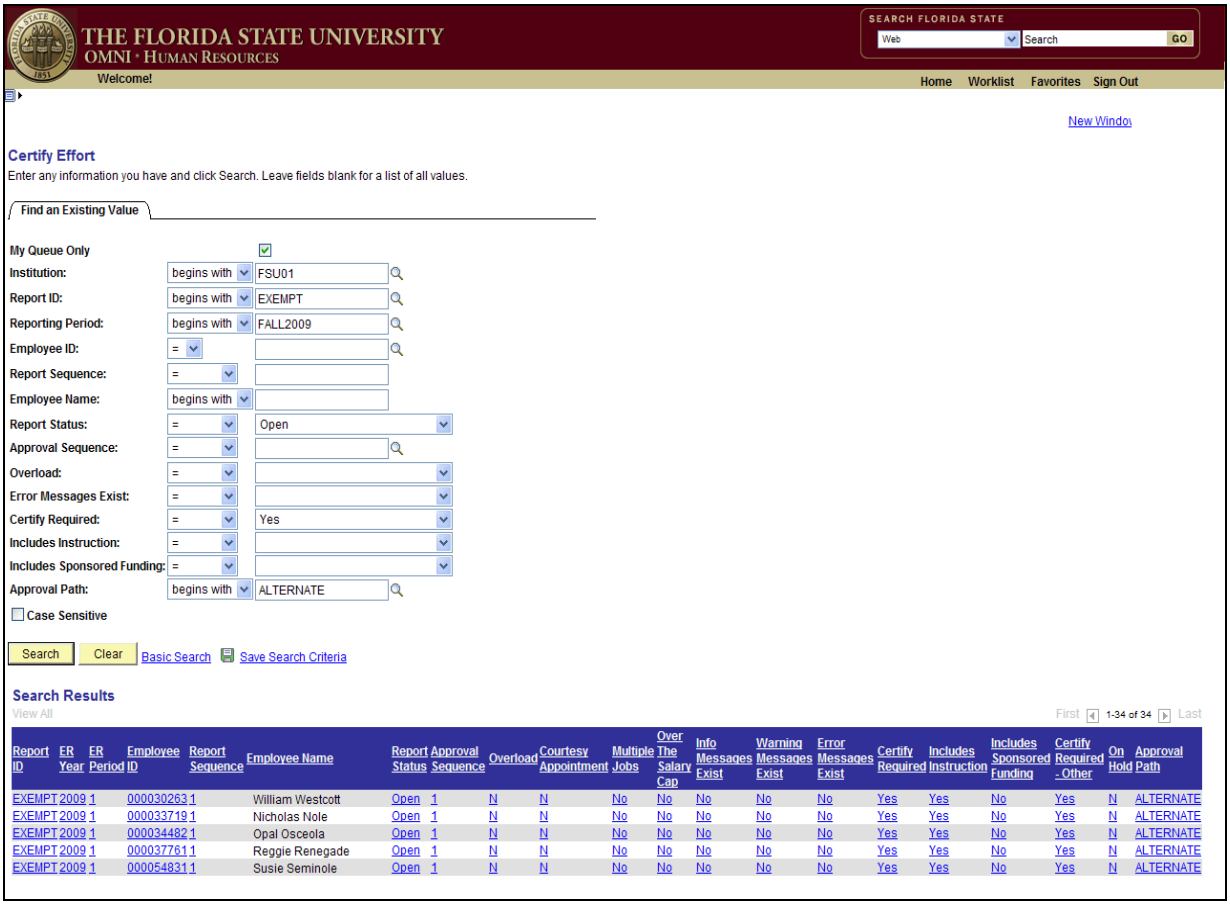
Step	Action
25.	Enter the desired effort into the **Actual Effort (%)** field.
26.	You must now forward the effort report to the next person in the approval workflow. Click the **Send / Reject Report** button. Send / Reject Report



Step	Action
27.	Click the **Send** option. Send
28.	Be sure to read the message in the **Take Action on Effort Report** box before you click OK. When you are ready to send the report, click the **OK** button. OK



Step	Action
29.	If you want to view another Faculty Adjunct and/or Graduate Assistant record, click the **Return to Search** button. 
30.	Select the next Faculty Adjunct or Graduate Assistant to review from the list below.



Step	Action
31.	When you have completed your review of the records, click the **Home** link. Home
32.	**Congratulations!** You have completed this topic. **End of Procedure.**