

## OMNI FACET Training Viewing Course Data

### Overview:

### Understanding the Viewing Course Data in FACET Process

Although course information resides in the Registrar's Course Schedule Master (CSM) File, course information from CSM can be viewed during the semester. Starting Summer 2009, the FACET application will send email messages to CSM Representatives in academic Departments regarding errors detected in instructor information in CSM. All corrections must be made through CSM.

### Procedure

#### Scenario:

In this topic, you will learn how to view course data in FACET so your Department's Course Schedule Master (CSM) File Representative can go back to the Registrar's CSM application and correct any instructor errors.

#### Key Information:

Course Number

Academic Department Number

The screenshot displays the OMNI FACET web application interface for The Florida State University. The header includes the university logo, name, and a search bar. The main content area is organized into several panels:

- 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, Personal Information Summary, Email Addresses, Home and Mailing Address, TimeSheet, W-4 Information, W-2/W-2c Consent, and View/Print W2 Forms. Resources and Applications includes links for Job Aids, Budget Office, Controller, Human Resource, FSU Help Desk, Purchasing, and Travel.
- OMNI FINANCIALS 9.0:** A panel with a link to "Financials 9.0" and the text "Access OMNI Financials 9.0".
- OMNI HR 9.0:** A panel with a link to "Human Resources 9.0" and the text "Access OMNI Human Resources 9.0".
- OMNI e-Market:** A panel with a link to "OMNI e-Market" and the text "OMNI online shopping".
- OBI Reporting:** A panel with a link to "Interactive Dashboards" and the text "OMNI related reporting and dashboards".
- FSU Budget Crisis Committee:** A panel with a red exclamation mark icon and text: "In response to on-going state fiscal problems, the President recently formed the Budget Crisis Committee. **important!** 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 panel with a question mark icon and text: "FSU Help Desk FSU's Technology Services Help Desk. Research help topics or submit an online help request."
- Business Objects XI:** A panel with a link to "Business Objects XI" and the text "Use this reporting tool to reach Business Objects reports."



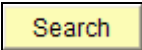
The bottom of the page shows a "Page 1" footer.

# Training Guide

## OMNI FACET Training


Step	Action
1.	Click the <b>Human Resources 9.0</b> link. <a href="#">Human Resources 9.0</a>
2.	Click the <b>FACET</b> link. <a href="#">▶ FACET</a>
3.	Click the <b>Employee / Course Data</b> link. <a href="#">Employee / Course Data</a>
4.	Click the <b>Course Data</b> link. <a href="#">Course Data</a>

Step	Action
5.	<p>You have several options when searching for a course.</p> <p>You may search by any of the following:</p> <ul style="list-style-type: none"> <li>- <b>ER Year</b> and/or <b>ER Period</b></li> <li>- Course Prefix and Number</li> <li>- Course Prefix, Number, and Course Section</li> </ul>

<b>Step</b>	<b>Action</b>
6.	For the purpose of this example, search by <b>ER Year</b> , <b>ER Period</b> , then by <b>Course</b> .  Click the <b>Look up ER Year</b> button. 
7.	Selected the desired Academic Year.  <b>NOTE:</b> Academic Year starts with Summer Semester and ends with Spring Semester.  For example, the 2008 - 2009 Academic Year includes: - Summer 2008 - Fall 2008 - Spring 2009
8.	Click the <b>Look up ER Period</b> button. 
9.	Select the desired <b>ER Period</b> .  <b>NOTE: ER Period</b> description includes a number indicating 1 for Summer, 2 for Fall, or 3 for Spring.  Inclusive reporting dates are also shown in parentheses for the specific period.
10.	Enter the desired <b>Course</b> .
11.	Click the <b>Search</b> button. 

# Training Guide

## OMNI FACET Training



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**Courses**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Institution ID:

ER Year:

ER Period:

Course:

Course Section:

IRDF Reportable:

Description:

Academic Department Number:

Info Messages Exist:

Warning Messages Exist:

Error Messages Exist:

Case Sensitive

[Basic Search](#)

**Search Results**

[View All](#) First  1-3 of 3

Institution ID	ER Year	ER Period	Course	Course Section	Description	Academic Department Number	Info Messages Exist	Warning Messages Exist	Error Messages Exist	IRDF Reportable
<a href="#">FSU01</a>	<a href="#">2009</a>	<a href="#">2</a>	<a href="#">AML3041</a>	<a href="#">0001</a>	<a href="#">AMER AUTHR SNCE 1875 1142</a>		<a href="#">No</a>	<a href="#">No</a>	<a href="#">No</a>	<a href="#">Yes</a>
<a href="#">FSU01</a>	<a href="#">2009</a>	<a href="#">2</a>	<a href="#">AML3041</a>	<a href="#">0002</a>	<a href="#">AMER AUTHR SNCE 1875 1142</a>		<a href="#">No</a>	<a href="#">No</a>	<a href="#">No</a>	<a href="#">Yes</a>
<a href="#">FSU01</a>	<a href="#">2009</a>	<a href="#">2</a>	<a href="#">AML3041</a>	<a href="#">0003</a>	<a href="#">AMER AUTHR SNCE 1875 1142</a>		<a href="#">No</a>	<a href="#">No</a>	<a href="#">No</a>	<a href="#">Yes</a>

Step	Action
12.	<p>Only the first 300 results can be displayed. To narrow the data returned, enter more criteria above and search again.</p> <p>Select the desired <b>Course</b> and <b>Section</b>.</p>

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Course Data

Institution: FSU01    Year: 2009    Period: 2    [INFO](#) [WARNING](#) [ERROR](#)

Reporting Period: Fall 08    08/07/2008    12/22/2008    **Effective Date** 01/21/2009

Course: AML3041    Section: 0001    Ref# 00087     **IRDF Reportable**

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Section Title: AMER AUTHR SNCE 1875    **CSM Course Section Contact Hours:** 3.0

Multi Listed:     Session:    Min Cr Hrs: 03    Max Cr Hrs: 03

Instruction Mode: C    Class Lecture

Location: 00    FSU Main Campus

Academic Dept: 1142    English

Course Funding: 0    State Fundable

Instructor Find    First ◀ ▶ Last

Emplid: 000055107    Joe Seminole    [Employee Data](#)

Empl Rcd: 0

Role: Instr of Record (fac/TA/adjunct w/ contact hr)    **Primary Instructor of Record**

Workload %	Acct Cd	Purpose	Working Account	Contact Hours	Addl Contact Hrs
100	0770001100		077000110	3.000	0.000

Return to Search

[Course Data](#)

Step	Action
13.	<p>The <b>Course Data</b> page contains information about the course section, instructor name, and funding information.</p> <p>If there is a Course Schedule Master (CSM) Registrar's file Error, an icon will appear in the top right corner of the page, such as those seen here for Info, Warning, and Error. Click on the link and read the message. Errors can only be corrected from CSM.</p>
14.	<p>To view another course section, click the <b>Return to Search</b> button.</p>
15.	<p>To view further information about the instructor, click the <b>Employee Data</b> link.</p> <p><a href="#">Employee Data</a></p>

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Employee Data | **Salary Data**

Employee ID: 000055107    Empl Rcd #: 0    Name: Joe Seminole  
Email ID: ps\_invalid\_email@admin.fsu.edu

**Employee:** Find | View All    First ◀ 1 of 1 ▶ Last

Description: 3 - Spring 09 (12-23-2008 - 5-7-2009)    Eff Date: 12/23/2008  
Report ID: EXEMPT    Exempt Employees  
Overload: N    Multiple Jobs: N    Combined FTE: 0.5000

**Appointment Detail** Find | View All    First ◀ 1 of 1 ▶ Last

Eff Seq: 1    Eff Dt: 12/23/2008    Change Seq: 0  
Empl Status: Active    Courtesy: N    FLSA: No FLSA  
FTE: 0.5000    Cap Factor: 100    Position Number:    Termination Date:  
Job Code: M9184    Graduate Teaching Assistant  
Department: 077000    English  
Supervisor: 000002598    William Westcott  
Empl Class: OPS

**Funding Information**

Account Code	Fiscal Year	Fund Begin Date	Fund End Date	Dist %	Pay Pds	Fund Status
0770001100	2009	12/23/2008	05/07/2009	100.000	9.8	Active
0770001100	2009	08/08/2008	05/07/2009	100.000	19.5	Active

Save    Return to Search    Notify    Add    Update/Display    Include History    Correct History

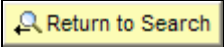
[Employee Data](#) | [Salary Data](#)

Step	Action
16.	For information on the instructor's salary, click the <b>Salary Data</b> tab. <a href="#">Salary Data</a>

The screenshot shows the OMNI Human Resources interface for The Florida State University. At the top, there is a header with the university's logo and name. Below the header, there are tabs for "Employee Data" and "Salary Data". The "Salary Data" tab is active, displaying the following information:

- Emplid: 000055107      Empl Rcd # 0
- Name: Joe Seminole
- ER Period: 3 - Spring 09 (12-23-2008 - 5-7-2009)
- Hourly Rate Used Over The Cap: 15.06
- Salary by Pay Source: PSPAYROLL
- Job Effdt: 12/23/2008      Hourly Rate: 15.06

At the bottom of the screenshot, there are several buttons: Save, Return to Search, Notify, Add, Update/Display, Include History, and Correct History. There are also links for "Employee Data" and "Salary Data".

Step	Action
17.	<p>After you have reviewed the instructor's data, you may click the <b>Return to Search</b> button for additional information on another instructor.</p> <p>Click the <b>Return to Search</b> button.</p> 
18.	<p>Search and review other instructors' information, as needed.</p> <p>To return to the <b>Course Data</b> page, close this window.</p>

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**Course Data**

Institution: FSU01 Year: 2009 Period: 2 [INFO](#) [WARNING](#) [ERROR](#)  
 Reporting Period: Fall 08 08/07/2008 12/22/2008 Effective Date 01/21/2009  
 Course: AML3041 Section: 0001 Ref# 00087  IRDF Reportable

Section Title: AMER AUTHR SNCE 1875 CSM Course Section Contact Hours: 3.0  
 Multi Listed:  Session: Min Cr Hrs: 03 Max Cr Hrs: 03  
 Instruction Mode: C Class Lecture  
 Location: 00 FSU Main Campus  
 Academic Dept: 1142 English  
 Course Funding: 0 State Fundable

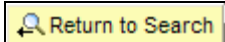
**Instructor** [Find](#) [First](#) [Last](#)

Emplid: 000055107 Joe Seminole [Employee Data](#)  
 Empl Rcd: 0  
 Role: Instr of Record (fac/TA/adjunct w/ contact hr) Primary Instructor of Record


Workload %	Acct Cd	Purpose	Working Account	Contact Hours	Addl Contact Hrs
100	0770001100		077000110	3.000	0.000

[Return to Search](#)

[Course Data](#)

Step	Action
19.	To view another course, click the <b>Return to Search</b> button. 





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IRDF Reportable:

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Case Sensitive

[Basic Search](#)

**Search Results**

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<a href="#">FSU01</a>	<a href="#">2009</a>	<a href="#">2</a>	<a href="#">AML3041</a>	<a href="#">0003</a>	<a href="#">AMER AUTHR SNCE 1875 1142</a>		<a href="#">No</a>	<a href="#">No</a>	<a href="#">No</a>	<a href="#">Yes</a>

Step	Action
20.	After reviewing all your courses as needed, click the <b>Home</b> link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px 0;"><b>Home</b></div>
21.	<b>Congratulations!</b> You have completed this topic.  <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px 0;"><b>End of Procedure.</b></div>

## **Glossary**

<b>ER Period</b>	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.
<b>ER Year</b>	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.
<b>FACET</b>	FACET is the acronym for Faculty Assignments, Commitments & Effort Certification Tracking.