

OMNI FACET Training Viewing Employee Data

Overview:

Understanding the Viewing Employee Data in FACET Process

The Employee Data page in FACET will give a general overview of the employee's job data information, including information about appointments, funding sources and salary.

Procedure

Scenario:

In this topic, you will learn the steps to viewing Employee Data in FACET Effort Reporting System.

Key Information:

Employee ID
Job Effective Date
Empl Rcd #


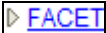


The screenshot displays the Florida State University OMNI FACET web portal. The header includes the university logo, name, and a search bar. The main content area is divided into several sections:

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


The bottom of the page shows a browser address bar with the URL: https://portal.omni.fsu.edu/psp/sprdep/EMPLOYEE/HRMS/c/ER_MENJ.ER_CERT_EE.GBL?PORTALPARAM_PTCNAV=FSU_CERTIFY_EFFORT&OPF=SCNode

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Step	Action
1.	Click the Human Resources 9.0 link. 
2.	Click the FACET link. 
3.	Click the Employee / Course Data link. 
4.	Click the Employee Data link. 



Step	Action
5.	Search by either Employee ID or Employee Name . To search by an employee's name, enter the desired employee's last name into the Employee Name field.
6.	Click the Search button. 

Step	Action
7.	<p>There is a separate listing for each employee record (Empl Rcd #) associated with each job appointment.</p> <p>If you are unsure which appointment you are interested in viewing, select either result as you may easily move to the next/previous record within the Employee Data page.</p>

OMNI HUMAN RESOURCES
ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

Employee Data
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

Employee ID: begins with [] []
 Employee Name: begins with [] SEMINOLE
 User ID: begins with [] []

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results
View All First 1-2 of 2 Last

Employee ID	Empl Rcd #	Employee Name	User ID	Report ID
000000179	0	Seminole, Susie		EXEMPT
000000179	1	Seminole, Susie		EXEMPT

Find an Existing Value | Add a New Value

Step	Action
8.	Data is presented based on ER Period . The most current reporting period will automatically display.

Training Guide

OMNI FACET Training

OMNI HUMAN RESOURCES
 ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

Employee Data Salary Data

Employee ID: 000000179 Empl Rcd #: 0 Name: Susie Seminole
 Email ID: ps_invalid_email@admin.fsu.edu

Employee: Find | View All First ◀ 1 of 3 ▶ Last

ER Period: 2 - Fall 08 (8-7-2008 - 12-22-2008)
 Report ID: EXEMPT Exempt Employees
 Overload: N Multiple Jobs: Y Combined FTE: 1.0003

Appointment Detail Find | View All First ◀ 1 of 2 ▶ Last




Eff Seq: 0 Eff Dt: 09/05/2008 Change Seq: 0
 Empl Status: Active Courtesy: N FLSA: No FLSA
 FTE: 1.0000 Cap Factor: 100 Position Number: 00053898 Termination Date:
 Job Code: 90019S Professor 9 Mo SAL
 Department: 089000 Psychology
 Supervisor: 000008957 William Westcott
 Empl Class: Regular


Funding Information


Account Code	Fiscal Year	Fund Begin Date	Fund End Date	Dist %	Pay Pds	Fund Status
089000110S	2009	08/08/2008	03/31/2009	100.000	16.8	Active

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

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

Step	Action
9.	To view the previous ER Period , click the Show next row button at the Employee level. 
10.	To view previous appointment/funding information for the reporting period, click the Show next row button at the Appointment Detail level. For the purpose of this example, click the View All link at the Appointment Detail level to view all appointment/funding information for the reporting period. 
11.	The Employee Data tab for the Fall 2008 semester provides appointment detail and funding information for all jobs during the semester.
12.	The Effective Date (Eff Dt) corresponds with the effective row in Job Data.
13.	Review appointment/funding details as needed.
14.	Click the View 1 link to collapse the detailed appointment/funding view. 

Step	Action
15.	Click the Salary Data tab to see employee salary information for the reporting period. 

Step	Action
16.	Similar to the Employee Data tab, the data here on the Salary Data tab is also presented in order of ER Period . You may view information for other reporting periods using the Show next row button or the View All link.
17.	To review detail of all rows as they relate to this ER Period, click the View All link at the Salary by Pay Source level. 
18.	PSPAYROLL is an OMNI process that brings salary data to this page.
19.	The Hourly Rate is the rate in effect with Job Data that corresponds with the Job Effdt .
20.	You have successfully reviewed Employee Data. You may also review data for other employees by clicking the Return to Search button.

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ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

Employee Data | **Salary Data**

Emplid: 000000179 Empl Rcd # 0
 Name: Susie Seminole

Find | View All First 1 of 3 Last

ER Period: 2 - Fall 08 (8-7-2008 - 12-22-2008)
 Hourly Rate Used Over The Cap: 59.72

Salary by Pay Source Find | View 1 First 1-2 of 2 Last

Job Effdt:	09/05/2008	Hourly Rate:	59.72
Source:	PSPAYROLL		
Job Effdt:	07/21/2008	Hourly Rate:	57.98
Source:	PSPAYROLL		

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

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

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